THE WORLD'S #1 SOFTWARE FOR MANAGING COMIC COLLECTIONS

COMICBASE

COMICBASE™ 11.0 USER GUIDE

© 1993-2006 HUMAN COMPUTING

COMICBASE PROFESSIONAL™, COMICBASE ARCHIVE™, AND THE COMICBASE™ LOGO ARE TRADEMARKS OF HUMAN COMPUTING

Written by Peter Bickford, Carolyn Bickford, and Shiaw-Ling Lai

Cover by Glen Orbik

No part of the program or user guide may be reproduced or distributed without the permission of Human Computing. Comic information and pricing data also © 1993-2006 to Human Computing, and their use is limited to the fair use by the program's purchaser. General electronic distribution is expressly forbidden.

QuickTime and the QuickTime Logo are trademarks of Apple Computer, Inc., used under license.

Windows 2000 and Windows XP are registered trademarks of Microsoft Corporation.

Microsoft Excel is a registered trademark of Microsoft Corporation.

Photoshop is a registered trademark of Adobe Systems, Inc.

Retrospect is a trademark of Dantz Corporation.

Comic Collector is a trademark of Microleague Multimedia, Inc.

Unless noted otherwise, all logos and artwork included in ComicBase™ and the distinctive likeness of the characters shown are © and ™ of the publisher listed. Artwork and movies may not be distributed without the express permission of the copyright holder.

This manual was created on Intel Pentium–based computers. Headline fonts are ITC Stone Sans. Body text is set in ITC Optima. Formatted in Adobe InDesign CS 2. Proofs printed on a Dell 3100 CN printer.

CONTENTS

WELCOME TO COMICBASE! 6

What You Should Know Before Using This Guide 6
Launching ComicBase 7
Registering 7

COMICBASE BASICS 9

Titles 13
Finding Comics 13
Using Find 13
Using Multiple Searches 16
internet Links 17

MANAGING YOUR COLLECTION 18

Add to Inventory/Sell Comics 18
Quick Change 19
Entering Data Directly Into the Issues list 19
Modifying an Issue's Detail 20
Comic Type 20
Issue Number 20
Issue Variations 20
Printings 21
Cover Prices and Values 21
Grading Condition 21
Grading Wizard 21
Quantity 21
Cost 21
Notes 22
Storylines 22
UPC and ISBN 22
Writer and Artist 22
Marking Issues 22
Custom Fields 22
Duplicating an Issue 23
Adding new issues 23
Removing issues 23
Adding New Titles 24
Naming Titles 24
Publisher 24
Years Published 25

Title URL and Comments **25**
Mature Titles **25**
Marking Titles **25**
Genre **25**
Removing Titles **27**
Managing More Than One Collection **27**
Backing Up Your Copy of ComicBase **27**
Checking for Program and Price Updates **27**

IMAGES AND MOVIES 28
Adding New Artwork **28**

PRINTING AND REPORTS 29
ComicBase Statistics **29**
Printing Price labels **30**
Printing Comic Identification Labels **32**
Printing Price Lists **32**
Printing Issue Checklists **34**
Printing Title Reports **35**
Printing Divider Labels **36**
Printing Divider Descriptions **37**

IMPORTING AND EXPORTING 38
Importing Information from Other Programs **38**

USING COMICBASE WITH HANDHELD COMPUTERS 41

ADVANCED COMICBASE 42
Modifying Issue variations **42**
Adding an issue variation **42**
Add a new comic type **43**
Remove a comic type **43**
Modifying Publishers **43**
Using Find and Replace **45**
Mass Change **45**
File Tools **46**
Compact and Verify ComicBase **46**
Rebuild Lists **46**
Reset ComicBase Settings **47**
Currency Conversion **47**
Remove Mature Reader Titles **47**

TROUBLESHOOTING 48
Frequently Asked Questions 48
For More Help 49
Keyboard Shortcuts 50
One-Key Issue Entry 50

WELCOME TO COMICBASE!

Thank you for purchasing ComicBase, the world's #1 software for managing comic collections! ComicBase is both a professional tool for organizing and managing your collection, as well as a comprehensive comic book reference. It includes a built-in comic book price guide of comic values for the past four years, as well as comics reviews, an encyclopedia of comics with detailed notes on over 275,000 issues, and thousands of full-color images of your favorite comic covers.

ComicBase can give you information on what each title is about, tell you how it relates to other titles, and help you find special issues by first appearances, origin stories, writer, or artist. It will keep track of which comics you have, chart your collection's value over time, and print a wide variety of reports that let you manage your collection like a pro. Use ComicBase to create price labels, detailed price lists, collection statistics, and checklists, or to research and buy comics online.

We've combined our research with that of *Comics Buyer's Guide* to cover more titles (both mainstream and independent) than any other guide. We've also expanded our pricing research to include sales at retail stores, conventions and online auction sites. The result is the most realistic, hard-pressing price guide available.

ComicBase 11 is available in two versions: a two CD Professional Edition with over 20,000 cover scans, and the amazing Archive Edition on two DVD-ROMs containing expanded database content of over 60,000 full-sized, high-definition cover images, more than 150,000 comic covers, and dozens of additional interviews and movie previews.

WHAT YOU SHOULD KNOW BEFORE USING THIS GUIDE

This user guide assumes you already know the basics of how to use your computer. For example, you should know how to:

- Operate the mouse and keyboard
- Know how to click and drag with your mouse
- Choose items from a menu
- Copy files and disks

If you are unsure how to perform these tasks, please consult the User Guide which came with your computer.

A PRIMER ON COMICBASE TERMINOLOGY

The following is a list of key words used in this manual.

Title is the name of a comic book series. *Action Comics* is a title. Within this title, there have been over 800 issues.

Issue is a single installment of a title, usually with its own number. Examples are *Action Comics* #23 or *The Amazing Spider-Man* #42.

Comic is a generic term for a comic book. For instance, if you have two copies of *The Amazing Spider-Man* #42, and one copy of *Bone* #1, you have three comics.

Cost is the price you paid for comic.

Value is what our research says is the current market value for an issue in a certain condition.

Price is the amount you wish to sell an issue for.

INSTALLING COMICBASE

1. Exit any Windows programs you are running. **This is important:** running programs can prevent ComicBase from installing properly.
2. Insert the ComicBase Program Disk. The ComicBase launcher program will start automatically (double-click the Launcher.exe file if autostart is disabled on your computer).
3. The installer will guide you through the installation process.
4. Install QuickTime (used for viewing movies). Note: The QuickTime installer will ask for a serial number—unless you've previously bought QuickTime Pro from Apple, leave this blank.
5. Install Adobe Reader (used for viewing documentation)
6. After your programs have installed, launch ComicBase by double-clicking the icon on your desktop or choosing the program from your Start Menu.

   The first time you run ComicBase, it will ask if you are upgrading from a previous version. If you are, click Yes, and follow the instructions on the screen.

7. If you've got sufficient free hard disk space (400 MB or more), you can also use the **File** Menu's **Manage Pictures and Movies** command to install pictures and movies from the ComicBase Program Disk (and any bonus disks) to your hard drive. Otherwise, you'll need to have the ComicBase disk in your drive when you want to see pictures and movies.

LAUNCHING COMICBASE

The first time you launch ComicBase, you will be asked to enter your name, your company's name (if applicable), and the unique serial number for your copy of ComicBase. You will find your serial number inside the ComicBase case as well as on your registration card.

REGISTERING

You must register your copy of ComicBase in order to receive:

- Technical support
- Notification of upgrades
- Special prices on upgrades
- Weekly Content Updates [*online only*]

Register by using the **Internet** menu's **Register ComicBase Online** command or sending in the registration card which came with ComicBase.

TECHNICAL SUPPORT

Many questions about how to use the ComicBase program are covered in this manual. Additional program updates and bug fixes are available for free online at: **http://www.comicbase.com/support.asp**

Your purchase of ComicBase 11 also includes *12 free months of online pricing updates* starting from the day you first install your copy of ComicBase on your computer. You can download both the program and price updates by using the **Internet** menu's **Check for Updates** command, or set ComicBase to periodically check for you under Preferences.

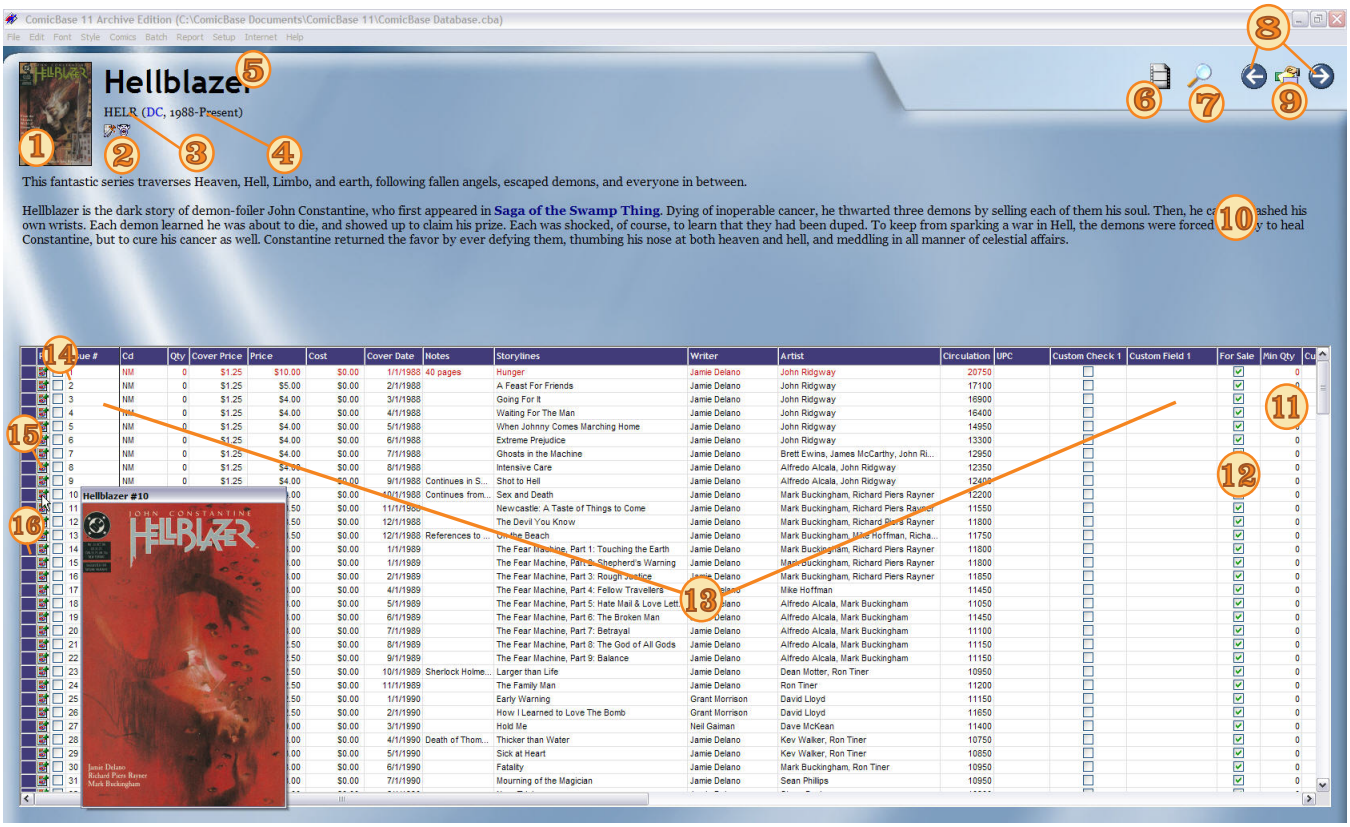
If you have any questions that are not answered in this manual, or a problem that cannot be solved by the latest update, or if you have suggestions for improvements/changes that you'd like to see in ComicBase, you can reach us during our regular business hours (M-F from 10 a.m. to 5 p.m. PST) at 408/266-6883. You can also contact us at any time via e-mail to: **support@human-computing.com**.

When calling for technical support, please have your registration number handy for the quickest possible assistance.

COMICBASE BASICS

The following few pages will cover everything you need to know to get started with ComicBase, including how to move between titles, look up prices and issue details, find special comics, and more.

In the next section, we'll get into detail about how to navigate around and track your own collection in ComicBase. But for now, let's take a moment, and get familiar with the main ComicBase window.


ComicBase 11 Archive Edition (C:\ComicBase Documents\ComicBase 11\ComicBase Database.cba)
Hellblazer
HELB (DC, 1988-Present)
This fantastic series traverses Heaven, Hell, Limbo, and earth, following fallen angels, escaped demons, and everyone in between.
Hellblazer is the dark story of demon-foiler John Constantine, who first appeared in Saga of the Swamp Thing. Dying of inoperable cancer, he thwarted three demons by selling each of them his soul. Then, he c ashed his own wrists. Each demon learned he was about to die, and showed up to claim his prize. Each was shocked, of course, to learn that they had been duped. To keep from sparking a war in Hell, the demons were forced y to heal Constantine, but to cure his cancer as well. Constantine returned the favor by ever defying them, thumbing his nose at both heaven and hell, and meddling in all manner of celestial affairs.
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
Hellblazer #10

1. Cover Thumbnail

Shows a thumbnail preview of the selected comic's cover. If no image is available, a publisher or default logo will be displayed instead. You can also drag and drop pictures from Windows to this thumbnail and ComicBase will automatically place your picture into the title's picture folder.

2. Title Genres

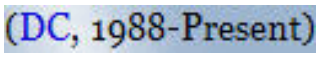
Displays icons designating the genres (e.g. Horror, Comedy) that this title features.

3. Title Abbreviation

Abbreviation of the title name assigned by ComicBase.

4. **Publisher Name & Years Published**

   Name of the publisher and the years during which this title was published. You can also click on the publisher's name to open up a new browser window showing the publisher's website.



5. **Current Title**

   Displays the full name of the series you are viewing. Right click over the title to display options to print divider labels for this title, or search for this title online.

6. **Play Movie**

   If a movie is available for this title, you can click on this icon to play it. Note: movies will require Quicktime to play.

7. **Find Comics**

   Allows you to search for comics by various criteria. You can use this function to quickly find comics by the cover date, artists, writers, storyline, or a publisher name that you've entered in the Issue Fields.

   See Finding Comics for a detailed description of each search category.

8. **Move To Previous, Next Title**

   To view the next title in alphabetical order, click the arrow pointing right. To view the previous title, click the arrow pointing left. Right-click with your mouse on over either button to bring up a list of navigational options.

9. **Title List and Navigation Buttons**

   The Title List allows you to go quickly to any title in the database. Click on the file folder icon to bring up the Title List. Titles are listed alphabetically. You can start navigating by typing in the name of a title or by using the scroll bar to go up and down the list.

   To view the next title in alphabetical order, click the arrow pointing right. To view the previous title, click the arrow pointing left. Right-click over either button to bring up additional navigational options.

10. **Title Description**

    A brief write-up telling you what this title is about. If you click on any highlighted word in a ComicBase description, the program will take you to the related title. Move between related titles and learn more about the world of comic books with ComicBase's hypertext links.

11. Minimum Quantity Retained

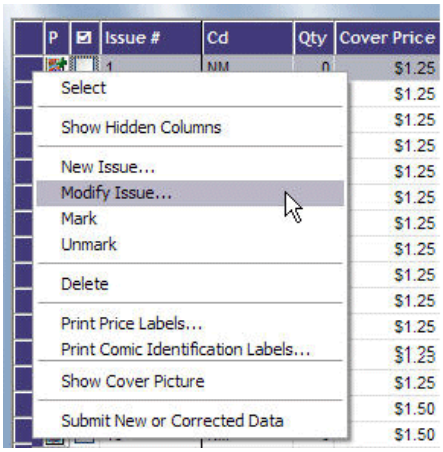
For comics that you want to sell, this field tracks the number of copies that you want to keep for your own use.

For example, set this field to "1" if you only want to sell duplicates.

12. For Sale

Indicates that this is a comic you want to sell on Atomic Avenue.

13. Issue Number, Issue Condition, & Other Fields



The Issue Fields will show the issue number of the comic as well as information about writers, artists, storylines, pricing, etc. There are also four custom fields where you can assign and track your own items. (See Managing Your Collection for more information on how to do this.)

Price changes for an issue of a comic are denoted in the Issue Fields with prices in red indicating an increase in value and prices in blue indicating a decrease in an issue's worth.

You can edit any of the fields by double clicking on the specific cell you want to change.

Right-clicking on any field will also bring up a list of options for managing your individual comics—such adding a new issue, deleting an issue you don't want, or using the internet to search for copies of that issue. These options are also available through the Comics menu.

You can change the order of the columns by dragging the column headers left or right. Resize a column, or even shrink it to nothing to hide it, by dragging the column dividers left or right. (Right-click and choose Show Hidden Columns to unhide.)

14. Mark Issue Column

You can use this column to note comics that are special to you in some way—e.g. they have sentimental value, or you want to remind yourself to purchase them. (Note: marking an issue does not indicate that you own it—to do that, change the number of the Quantity in Stock to the quantity that you own.)

15. Cover Picture Icon

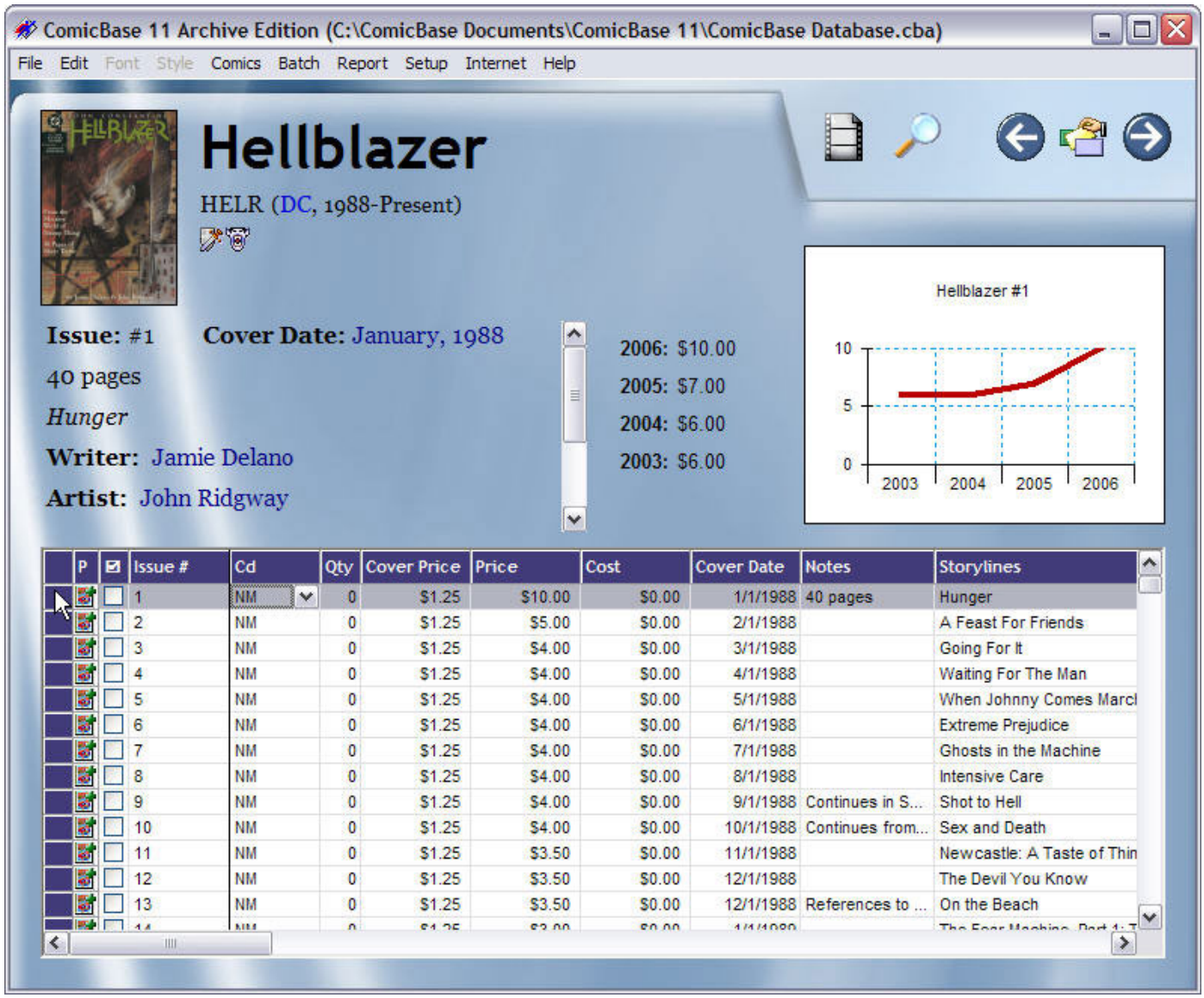
Small

Large

Shows whether or not a cover picture is available for this issue. Small image icons are red and blue, while high-definition, large image icons have a green plus sign over the icon. Holding the mouse briefly over the picture icon will automatically display the image. If a larger picture is available, pausing longer will zoom it to full size.

16. Issue Selection Column

Click in this column to highlight and select issues. Information on the first issue selected will replace the review and publisher information in the main window. Select discontiguous issues by holding down the **Ctrl** key while clicking on all the issues you wish to select. You can also hold down the **Shift** key while clicking to highlight all comics within a range.

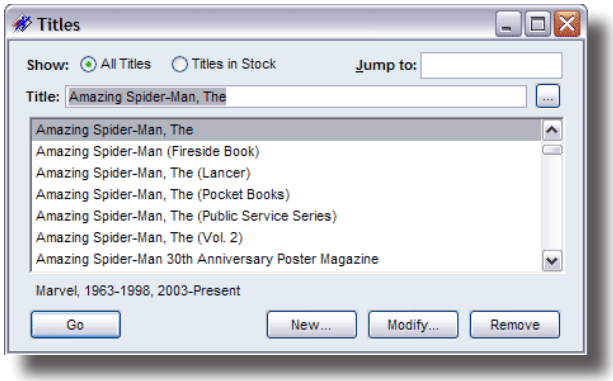

ComicBase 11 Archive Edition (C:\ComicBase Documents\ComicBase 11\ComicBase Database.cba)
File Edit Font Style Comics Batch Report Setup Internet Help
Hellblazer
HELR (DC, 1988-Present)
Issue: #1 Cover Date: January, 1988
40 pages
Hunger
Writer: Jamie Delano
Artist: John Ridgway
2006: $10.00
2005: $7.00
2004: $6.00
2003: $6.00
Hellblazer #1
10
5
0
2003
2004
2005
2006
P
Issue #
Cd
Qty
Cover Price
Price
Cost
Cover Date
Notes
Storylines
1 NM 0 $1.25 $10.00 $0.00 1/1/1988 40 pages Hunger
2 NM 0 $1.25 $5.00 $0.00 2/1/1988 A Feast For Friends
3 NM 0 $1.25 $4.00 $0.00 3/1/1988 Going For It
4 NM 0 $1.25 $4.00 $0.00 4/1/1988 Waiting For The Man
5 NM 0 $1.25 $4.00 $0.00 5/1/1988 When Johnny Comes Marcl
6 NM 0 $1.25 $4.00 $0.00 6/1/1988 Extreme Prejudice
7 NM 0 $1.25 $4.00 $0.00 7/1/1988 Ghosts in the Machine
8 NM 0 $1.25 $4.00 $0.00 8/1/1988 Intensive Care
9 NM 0 $1.25 $4.00 $0.00 9/1/1988 Continues in S... Shot to Hell
10 NM 0 $1.25 $4.00 $0.00 10/1/1988 Continues from... Sex and Death
11 NM 0 $1.25 $3.50 $0.00 11/1/1988 Newcastle: A Taste of Thin
12 NM 0 $1.25 $3.50 $0.00 12/1/1988 The Devil You Know
13 NM 0 $1.25 $3.50 $0.00 12/1/1988 References to ... On the Beach

ComicBase will show the value graph of the issue's value changes for the past four years.

Click on any of the hyperlinked (blue) writer or artist credits to start an automatic Find search for all other comics by that writer or artist. You can also click on a multiple part storyline to prompt a Find search of all other comics featuring that storyline.

TITLES

Titles in ComicBase are listed by alphabetical order and can be accessed using the navigation buttons on the top right of the main window, or much more quickly through the Title List. The fastest way to find titles in the Title List is to type in the first few letters of the name of the title you wish to see.



If you are having trouble finding a series you want, try typing in just the main part of the title name. Titles that start with "A" or "The" are indexed with the article at the end of the title. (Thus, *The Amazing Spider-Man* is actually listed as "Amazing Spider-Man, The")

If you still can't find the title you want, try a Find search. Just click on the ellipses ("…") button above the scroll bar to start searching for the title.

DID YOU KNOW…?

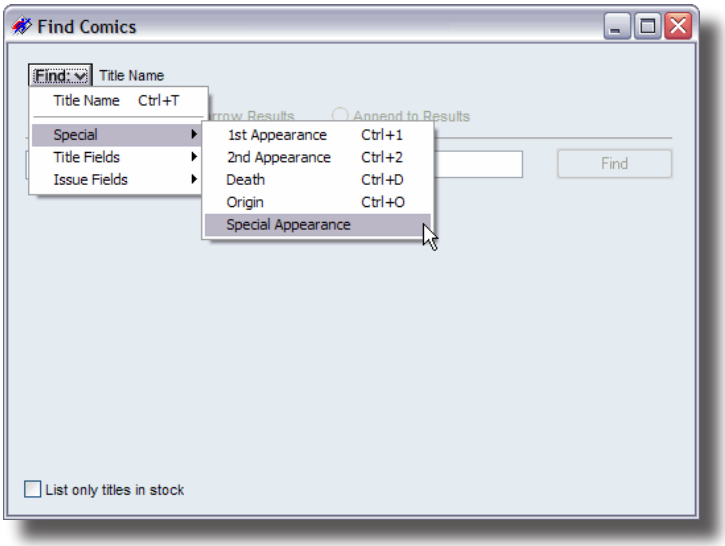
The Title List in ComicBase is not case-sensitive. It will find the correct title you whether you use in the correct capitalization and punctuation or not.

FINDING COMICS

The Find command can be used to search for titles or issues of comics matching various criteria. This can range from all the titles with "spider" in the name, or issues in your collection worth more than $50. It also has several special searches that let you locate a character's first appearance, death, origin stories, and more.

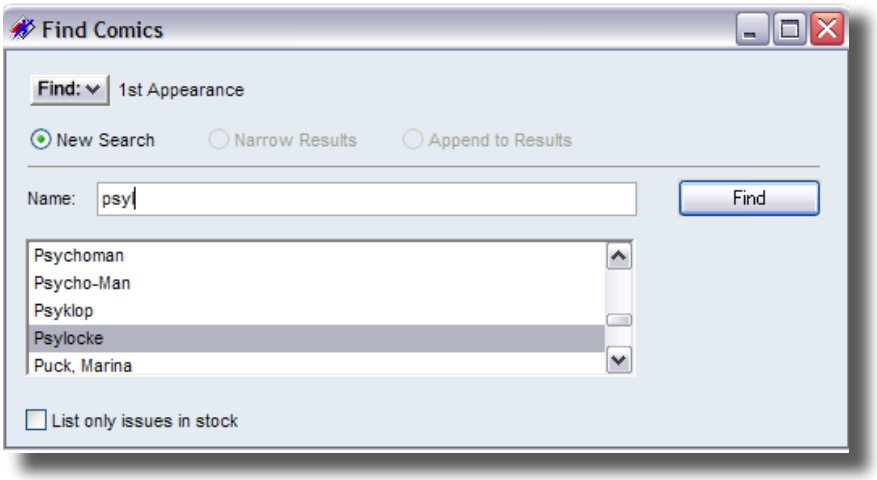
USING FIND

To find issues, click the **Find** Comics icon in your ComicBase main window. You can restrict any search to just the titles you own by checking the List Only Issues in Stock checkbox at the bottom.



Begin by selecting the category you want from the Find dropdown list at the top. The selections are divided into Title Name, Special notes, Title Fields, and information available from the Issue Fields.

Many searches will show an indexed list that you can move through by quickly typing the first few letters of your search. For instance, if you're looking for the first appearance of Psylocke, you only have to type "psyl" in the 1st Appearance find box.



Click on the **Find** button to start the search. When ComicBase finds the items that match what you're looking for, it will bring up a list of those items. The list will remain onscreen until you close it, so you can view all other issues or titles that matched your search criteria.

SEARCH CATEGORIES

To find issues or titles, click the **Find** icon in the top right corner of your ComicBase program and select the category you want to search for.

The first category available is the Title Name search. You can choose to search for a title by the exact name or by any word within its name.

If you still can't find the comic you're looking for, then try searching by other criteria, like Special Fields. These include:

- ***FIRST APPEARANCE*** finds the first time a character appeared in any title.
- ***SECOND APPEARANCE*** finds the second time a character appeared in any title.
- ***DEATH*** finds stories in which a character dies. (Whether he/she/it remained dead is another matter…)
- ***ORIGIN*** finds stories which tell how super-heroes (or villains) came by their powers, or found their calling. Origin stories are often repeated for popular characters, and sometimes revised for long-running characters.
- ***SPECIAL APPEARANCE*** will look for notable guest appearances by a particular character.

You can also search for information under the Title fields. These are:

- ***COMMENTS*** let you find by title comments from the Title Detail dialog.
- ***CUSTOM CHECK BOXES*** finds *titles* which have the Custom check box checked.
- ***DATE CREATED*** finds titles by the date they were added to your ComicBase. This search is particularly useful if you're adding titles and want a list of the titles you've recently added.

DID YOU KNOW…?

ComicBase 11 now gives you the power to Find all of your favorite writer, artist, and storylines with just a single click!

Just click on any of the hyperlinked (blue) writer, artist, or storyline credits in the main ComicBase window to start a new search.

- ***DATE MODIFIED*** finds titles by the date they were modified.
- ***DESCRIPTION*** finds a title by words in its description, such as "vampire" or "spoof."
- ***DESCRIPTION DATE MODIFIED*** finds titles by the date you changed (or created) the titles' descriptions.
- ***GENRE*** finds titles by which genre have been checked in the Title Detail dialog. If you check more than one genre checkbox, this search will only find titles that also have all those checkboxes checked. You can also search on custom genres you've created.
- ***MARKED*** finds titles which have the Mark box checked. This refers to the default Mark box in the Title Information dialog and should not be confused with the Custom check boxes also in the Title Information dialog.
- ***MATURE READERS ONLY*** finds any titles that have the Mature Readers Only checkbox checked.
- ***PUBLISHER*** helps you find all the titles from a certain publisher.
- ***YEARS PUBLISHED*** looks for titles based on their publication year. You can select a specific year or a range of years to search for.

The next group of searches finds items based on Issue information.

- ***ARTIST*** finds the issues which were drawn by a particular artist.
- ***CIRCULATION*** will search for comics based on the number of copies of an issue that were estimated to have been published. (Archive Edition only)
- ***CONDITION*** finds comics by the condition they're in, such as all your comics in very fine (VF) condition.
- ***COST*** finds comics in your collection by your cost, such as all comics you bought for less than $1 each.
- ***COVER DATE*** finds comics by their cover date. Since some titles, like *2000 A.D.*, are published weekly, we use a month/day/year format. For instance, you can use it to create a list of issues published in March 1999 by entering 3/1/1999. However, not every issue in ComicBase has cover date filled; you may need to add this information yourself.
- ***COVER PRICE*** finds comics by their original cover price. For instance, you can use it to find all the comics you own which had a 75¢ cover price. Note: ComicBase does not include cover price for every issue—you may need to add this information yourself.
- ***CURRENT VALUE*** finds comics in your collection by their current value—for instance, all comics worth more than $100 each.
- ***CUSTOM CHECK BOXES*** searches under Issue Fields finds issues which have the Custom check boxes checked.
- ***CUSTOM DATES*** will search for any comics with the Custom Date boxes checked.
- ***CUSTOM FIELDS*** finds for issues under the Custom Field name that you've given them.

OTHER USES FOR FIND

You can use Find to Mark, Unmark, and Quick Change the issues you've found. Simply highlight the issues in the Found Comics list that you want to work with, and choose the appropriate commands from the Edit menu. This lets you do unique operations such as finding all Sabretooth appearances and marking them as "Wanted". See the chapter on Managing Your Collection for more information on how to use the Mark, Unmark, and Quick Change commands.

- ***DATE MODIFIED*** lets you search for comic issues by the date they were modified in your ComicBase. For instance, you could use this to find a list of all the comics you logged into your collection yesterday.
- ***FOR SALE*** looks for issues with the For Sale box checked in the Issue Fields.
- ***MARKED*** lets you find any issues with the Mark box checked.
- ***MINIMUM QUANTITY (TO KEEP IN YOUR INVENTORY)*** looks for comics that have minimum quantities you've designated to keep.
- ***NOTES*** searches the notes field for anything else that might be special about an issue, such as a costume change, a wedding, or information you've added, such as place where you bought it. When entering what you're looking for, be as general as possible. For instance, if you're looking for the issue in which Spider-Man donned a new costume, type in "costume" or "new costume."
- ***NUMBER GRADED*** is a numeric search for issues that have had a certain quantity graded by CGC.
- ***PRICE*** finds comics in your collection by your selling price, such as all comics priced more than $50 each.
- ***QUANTITY IN STOCK*** finds issues in your collection by how many copies you have. For instance, if you want to find all the issues for which you own more than 2 copies, so you can sell off your overstock, you can use this search.
- ***STORYLINE*** finds issues based on the name of the story arc. It's particularly useful for finding crossover stories that run through several issues and, sometimes, through several titles.
- ***TOP CGC GRADE*** searches for comics based on the top numeric grade ever given to an issue by CGC, assuming one is available. For example, you can search for all 10.0 comic issues recorded in ComicBase. (Archive Edition only)
- ***TOP SELLING PRICE*** The highest recorded selling price of this issue in any grade. (Archive Edition only)
- ***WRITER*** finds issues which were written by a certain writer.
- ***(YEARLY) VALUE*** finds comics in your collection by their value in a particular year. For instance, you can find all the comics that were worth $2.95 in 2001.

ComicBase also includes several custom fields that you can use for anything you wish. The custom fields will appear in the Find menu with the names you've given them. You can use them to search for information in the custom fields just as with similar fields.

USING MULTIPLE SEARCHES

If you're looking for a comic that falls into more than one category, say, because you're trying to hunt down a particular issue from a certain time period and publisher, you may need to do multiple searches to find what you want.

Click the **Find** button again while the Found Comics list is still onscreen. The second Find dialog box will now contain extra options to narrow or

expand your previous search results. This allows you to do complex searches, such as finding "All the Marvel Comics published after 1953 and before 1960." To narrow searches, just select the Narrow Results option. To widen searches, choose Append to Results in the Find dialog box.

Note that some searches (such as searching for a Publisher) will bring back a list of titles; others (such as searching for Quantity in Stock) bring back lists of issues. ComicBase will automatically do the right thing in this regard without requiring you to explicitly choose the table.

Occasionally, however, you may want to do a complex search which involves both title fields and issue fields. The type of data in the list will always correspond to the last type of search chosen. For instance, if you want to see a list of issues from Dark Horse comics which you have more than one of copy of, first search by "Publisher is Dark Horse", followed by a narrowing search for "Quantity in Stock is greater than 1." If you wanted to see a list of titles from Dark Horse for which you have more than one copy, do the Quantity in stock search first, followed by the Publisher search.

INTERNET LINKS

Various features in ComicBase also connect you to comic information on the web. To make use of these features, you have to be properly configured for internet access. See the instructions that came with your computer for help in doing this.

Right-click the name to link to the publisher's web page. If there is no link for a publisher, but you know the publisher's URL, you can create an internet link for it using the Setup menu's Publishers command.

The Internet menu also has links to the ComicBase home page, the online registration form, and the ComicBase updates page. Remember, you must register your copy in order to receive technical support, advanced notice of upgrades, and special prices on upgrades!

You can also use commands in the Internet menu to shop for comics on Atomic Avenue, or to research a comic's recent selling prices.

JUMP TO ISSUE

To jump to an issue directly from a long list of issues, choose the **Edit** Menu's **Jump to Issue...** command, or press and hold the Ctrl key while pressing "j". This will bring up a small dialog box where you can type in the exact issue number you want to see. The jump command is great for finding issues under long-running titles such as *Action Comics* or *2000 A.D.*

Better yet, use the Jump command to navigate quickly to any specific issue with our advanced barcode support. Type in or scan the barcode of a comic into the Jump dialogue and ComicBase will try to take you straight to that particular issue even if it's under a different title than the one you're looking at. You can also use this function with barcodes generated by ComicBase on the comic identification labels (see Printing and Reports for how to print this barcode).

MANAGING YOUR COLLECTION

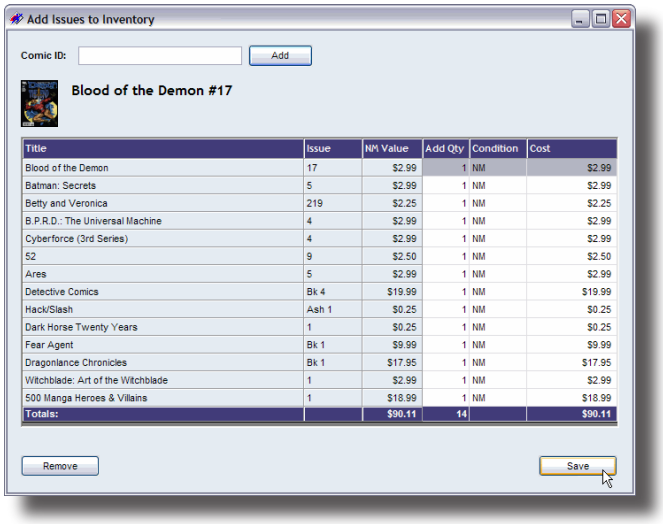
Because ComicBase comes with built-in information on over 275,000 issues, it makes tracking your own collection very simple and efficient—instead of having to fill in all the details of an issue yourself, most of what you'll be doing is just changing one or two fields in the data that is already there. (For instance, changing the quantity in stock from zero to one to indicate that you own a copy.)

ComicBase offers a variety of ways to modify issues, depending on your particular needs:

- **For collectors of current comics:** the Add to Inventory feature is the fastest way to add issues of comics from many different titles all at the same time. Go to the Batch menu and choose the Add to Inventory command. Then, simply bleep in the barcodes for all of your new purchases and ComicBase will add them all at once!
- **If you're entering a range of comics:** To mark that you have one or more issues in stock, just highlight them in the Issues List and press the **1** key on your keyboard to indicate that you have one copy in stock (pressing **2** indicates that you have two copies in stock, etc.)
- **Quick Change:** use this to set the value of a given field for one or more issues. (For instance, you can change the quantity of the selected comics from 0 to 1.)
- **Entering Data Directly Into the Issues List:** This is useful for making quick edits to any field, such as to change a cost or price for an issue.

ADD TO INVENTORY/SELL COMICS

Use the **Batch** menu's **Add to Inventory** command to quickly add comics with barcodes from your inventory.



Title	Issue	NM Value	Add Qty	Condition	Cost
Blood of the Demon	17	$2.99	1	NM	$2.99
Batman: Secrets	5	$2.99	1	NM	$2.99
Betty and Veronica	219	$2.25	1	NM	$2.25
B.P.R.D.: The Universal Machine	4	$2.99	1	NM	$2.99
Cyberforce (3rd Series)	4	$2.99	1	NM	$2.99
52	9	$2.50	1	NM	$2.50
Ares	5	$2.99	1	NM	$2.99
Detective Comics	Bk 4	$19.99	1	NM	$19.99
Hack/Slash	Ash 1	$0.25	1	NM	$0.25
Dark Horse Twenty Years	1	$0.25	1	NM	$0.25
Fear Agent	Bk 1	$9.99	1	NM	$9.99
Dragonlance Chronicles	Bk 1	$17.95	1	NM	$17.95
Witchblade: Art of the Witchblade	1	$2.99	1	NM	$2.99
500 Manga Heroes & Villains	1	$18.99	1	NM	$18.99
Totals:		**$90.11**	**14**		**$90.11**

TIP

Hot Key Shortcuts

Use these buttons on your keyboard to navigate your way quickly in ComicBase!

Ctrl + T	Title List
Ctrl +]	Next Title
Ctrl + [	Previous Title
Ctrl + F	Find

Scan the barcodes of comics you want to add into the Add to Inventory dialog and ComicBase will keep a list of all the comics you've scanned. You can also scan in barcodes from any ComicBase comic ID label you may have printed. To remove an item from the list, highlight the line and click the Remove button in the lower left-hand corner. When you are done entering your comics, click the Save button to add them all to your inventory.

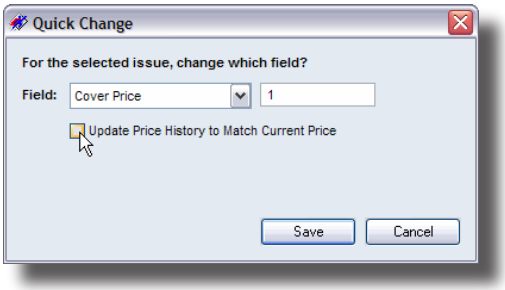
To sell your comics, use the **Batch** menu's **Sell Comics** command (F9) and enter the barcodes of the comics you want to sell. Click on the Sell button in the lower right-hand corner when you are done. In the Sell Comics dialog, you can also ask ComicBase to sell your comics at a standard discount, or give your buyer a set amount of credit. When selling comics from your inventory, ComicBase can also print a receipt for your sales.

QUICK CHANGE

Use the **Edit** menu's **Quick Change** command to quickly modify a single field for many selected issues—for instance, if you'd like to quickly change the selling price of *Spawn* issues #1-50 to $3.00. Just select the issues you want and choose the **Edit** menu's **Quick Change** command. (You can select a discontiguous range of issues by pressing the **Ctrl** key while selecting.)

You can also use Quick Change to modify comics you've found using the Find Comics command. This is particularly useful if, for instance, you want to search the entire database for comics by Neal Adams, then mark them as "wanted." After doing a Find Comics, just select the issues you want to change from the Found Comics list, then choose **Quick Change** from the **Edit** menu.

The Quick Change dialog will appear:



Choose the field you'd like to modify, enter a value, and click Save to change that value for all the issues you've selected.

If you use Quick Change to add information in the Notes field for a range of issues, ComicBase will append your notes to any information that may be in the Notes field already.

You can also add a new issue with all the information of the existing by duplicating that issue (**Ctrl + D**). This is most useful when you have two copies of the same issue in different conditions, or when you're adding an issue that has mostly (or exactly) the same information as a previous issue).

ENTERING DATA DIRECTLY INTO THE ISSUES LIST

Most information about an issue can be changed by double-clicking on the field in the main window and typing in the new information. There are a few tip to make this even easier:

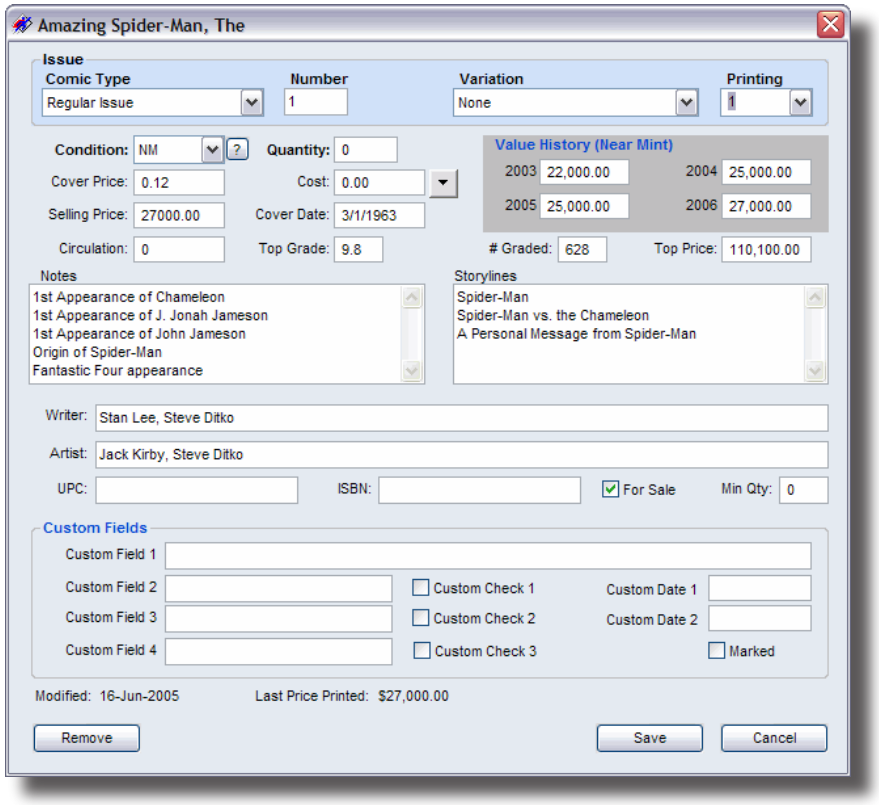
You can resize the field widths by clicking and dragging their boundary line to the desired width. If you don't want to see a given field, you can

even drag its width up to nothing, hiding it. (Right-clicking in the column in the Issue List header will display these fields again.)

You can also change the order in which the Issues List fields are displayed by clicking on a field and dragging to the left or right.

MODIFYING AN ISSUE'S DETAIL

If you'd like to see all the information about an issue at once, or perhaps want to change several pieces of information about an issue—such as its grade, price, notes, etc.—you can simply double-click on the issue, and you will be presented with the comic's Issue Detail dialog.



COMIC TYPE

In addition to the regular monthly issues of a comic title, publishers sometimes release special comics such as annuals or holiday specials. ComicBase lets you enter these by choosing the appropriate comic type from the Comic Types dropdown menu. ComicBase lists numerous special types of comics, from trade paperbacks to special editions to 3-D and ashcan releases, and even swimsuit issues and giant-size specials. Moreover, you can add your own comic types to the dropdown menu through the **Setup** menu under **Comic Types.**

ISSUE NUMBER

This is the issue's number which generally appears on the cover or in the tiny fine print on the inside first page (the comic's "indicia").

ISSUE VARIATIONS

It has become an especially popular trend amongst publishers to print many variant covers for comics, in particular first issues (check out the 14

variant covers of *Gen 13* #1). If such a case arises, you will want to identify the specific variant that you own.

ComicBase lists most types of issue variations, including variant covers, gold, platinum, and silver editions, autographed copies, and more. You can add a variation to the variations dropdown menu by going to the **Setup** menu and choosing **Issue Variations.**

PRINTINGS

Some popular comics are re-released in a second printing (or third, fourth, etc. These later printings are usually worth less than the first printing. If you have a comic that was part of a later printing, the Printing dropdown menu on the far right lets you select which printing it was.

COVER PRICES AND VALUES

ComicBase will also fill in the values and cover price based on the previous issue, so using the same example above, *Excalibur (2nd Series)* #2 will have the same default cover price, writer, and artist as #1.

GRADING CONDITION

Select the comic's condition from the Condition dropdown menu. Most undamaged, new comics are in what is known as near mint (NM) condition.

When the condition is changed, ComicBase will automatically update the selling price field to match the guide value for this issue.

GRADING WIZARD

If you're unsure of the comic's grade, you can use ComicBase's Grading Wizard to help you evaluate the comic. You can access the ComicBase Grading Wizard in a couple of ways:

1) Simply click the question mark icon to the right of the Condition dropdown and the Grading Wizard will appear.

2) Or, you can use F12 on your keyboard to bring up the Grading Wizard.

Select the appropriate choices that describe your comic's appearance and the Wizard will give you an estimated grade for the comic according to accepted industry standards.

QUANTITY

The Quantity field lists the number of issues you have of this comic.

COST

Type the amount you paid for each comic in the Cost field.

ComicBase will automatically calculate the value for a single copy based on its condition in the Selling Price field. If you would like to sell your copies for a higher or lower price, you can override the value and type in

the price you think is appropriate in the Selling Price field. This is the price that will appear on price labels and price lists.

If you normally buy your comics at a discount, you can also set a Standard Discount for new issues. Click on the dropdown arrow next to cost in the Issue Detail dialog to select a discount. ComicBase will remember and save this information as the default discount for all new comics entered.

NOTES

Enter any special information not handled by the other fields into the Notes field. This may include a special character appearance, or reasons for the issue's grade. This information can appear on the issue's price label and in some reports. Use semicolons (;) to separate multiple annotations for the same issue, or put each on a separate line in the Notes field. For example, if you were adding *Asterix* Bk 1 and wanted to note that it included the first appearances of Asterix and Obelix and gives an explanation of Obelix's strength, you would write "1st appearance Asterix; 1st appearance Obelix; Origin Obelix."

STORYLINES

The Storylines field lists the names of the stories that ran in this issue. This is particularly helpful for letting you locate reprinted stories, or for finding the different issues that comprise a multipart storyline such as *Knightfall*. If an issue has multiple storylines, put each story on a separate line.

UPC AND ISBN

These fields can be used to track your collection using the publisher's barcodes.

WRITER AND ARTIST

Use the Writer and Artist fields to enter in the writer and penciller for a particular issue. (ComicBase does not track inkers or colorists, but you can add them to the Artist field, or use a Custom Field to track them.) The information here will appear on price labels, in price lists, and in writer and artist searches. If you want to list more than one writer or artist for a given issue, separate each person's name with a comma (e.g. "Neil Gaiman, Alan Moore.")

MARKING ISSUES

Sometimes, it's useful to designate issues that are important to you in some way, and you can quickly flag such comics using the Mark and Unmark commands. Marking a comic does not change the number of copies that you own in the quantity field, but you can use the Find comics command to quickly get a list of any marked comics. Comics that have been marked will appear with a check mark next to them in the Issues View.

To mark one or more issues, select the issues you'd like to modify from the Issues View, Modify Issues, or Found Comics list. You can select a discontiguous range of issues by pressing the **Ctrl** key while selecting issues. Then, choose the **Edit** menu's **Mark** command to mark all the issues.

To unmark issues, follow the same procedure to select the issues, then use the **Edit** menu's **Unmark** command.

CUSTOM FIELDS

ComicBase's Custom fields can be used for any special purposes you may have. Some ComicBase users have been known to have a field to keep track of a comic's location (e.g. "Box 11"). Others like having a field to

KEY WORDS FOR USE IN THE NOTES FIELD

ComicBase looks for certain key-words when it searches for special issues. When you add notes with these phrases, the entries are automatically added to the appropriate list in the Find Comics dialog.

Origin or **Origin of** for origin stories

Example: Origin Spider-Man

Death or **Death of** for death stories

Example: Death of Superman

1st appearance or **1st appearance of**

Example: 1st appearance Dazzler

2nd appearance or **2nd appearance of**

Example: 2nd appearance Cable

Appearance for special appearances

Example: Lobo appearance

indicate where (or from whose collection) a comic was purchased. Still others want to have separate checkboxes to mark issues they want to buy as well as comics they want to sell. Data entered in these custom fields can be automatically searched with the Find Comics command, and printed on reports.

To name a custom field, checkbox, or date field, use the **Setup** menu's **Custom Fields** command.

DUPLICATING AN ISSUE

If you'd like to add a new issue which is a duplicate of an existing one (e.g., a second copy of a comic in a different condition), select that issue and choose the **Edit** menu's **Duplicate** command (**Ctrl + D**).

The Issue Detail for the duplicated issue will appear. You can change the issue number, condition, and any other field just as if you were modifying the original issue.

ADDING NEW ISSUES

As new comics are released, you'll want to add them to your copy of ComicBase. Getting your new comics entered in ComicBase is now easier than ever. With your purchase of ComicBase, you also get free online downloads of all the newest issues and titles every week. Simply go to your **Internet** menu and use the **Check for Updates** command, or you can tell your ComicBase program to automatically check for updates by going to the Setup menu and choosing your **Preferences**.

Of course, you can still add in new issues of your comics by hand. To do this, go to the comic title in question and choose the **Comic** menu's **New Issue** command (Ctrl + N).

By default, the issue number shown when adding new issues will be the next regular issue in the sequence for the selected title. Thus, if you choose to add a new issue after Excalibur (2nd Series) #1, published in July 2004, ComicBase will add #2 as the next issue, and automatically record it as published in August 2004.

You can set a different issue number by typing in the Number field; if you're adding a range of issues, enter the first issue in the Number field and the last issue in the Through field. Any information you enter, such as condition, cost, and notes will be entered for all issues in the range.

REMOVING ISSUES

ComicBase has information on thousands of issues, but as you'll notice, the default quantity of each is set to 0, indicating you don't own any issues of that comic in your collection. Most of the time, you'll want to

MAKING USE OF THE GRADING WIZARD

Can't tell the condition of your comic? ComicBase makes it easy to grade your comics with a built-in Grading Wizard!

Use F8 to bring up the Grading Wizard and choose what descriptions apply to your comic. ComicBase will then automatically evaluate the condition and even change the selling value of your comic to match the grade.

leave the issue information in ComicBase because it's useful for finding a special appearance, artist/writer's work, or any other issue specifics. You can remove issue listings in ComicBase by selecting the issues you want to remove, then right-clicking and choosing **Delete**. You can also remove an issue through Issue Detail by clicking on the **Remove** button at the bottom.

NOTE: If you are downloading updates from the ComicBase server, deleted issues will re-appear in your next ComicBase update.

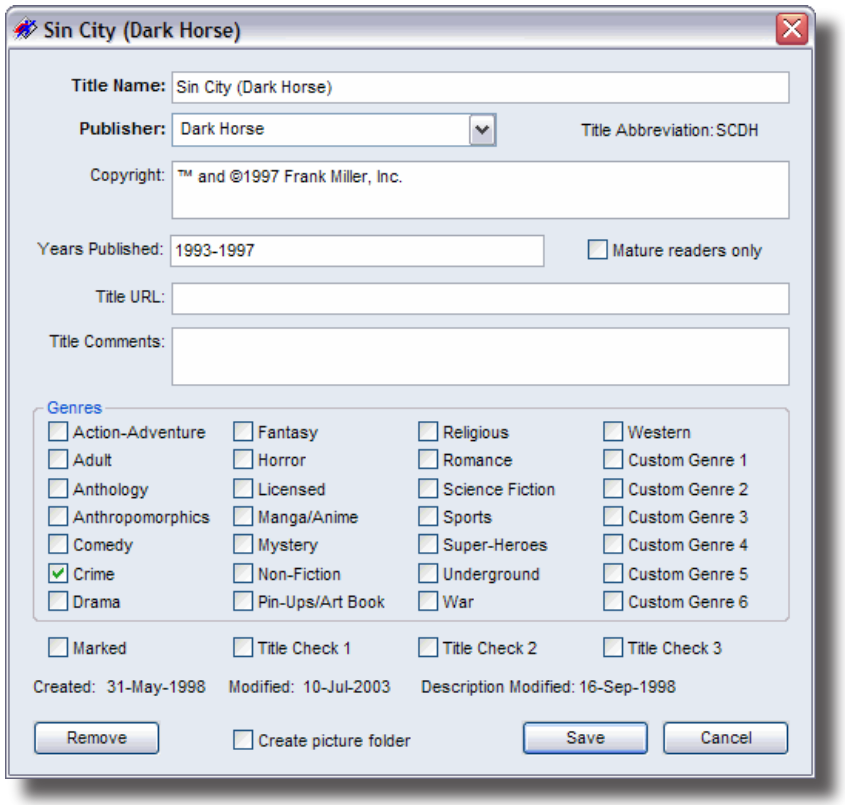
ADDING NEW TITLES

Whenever you buy a newly released title, or find an old title that we've somehow overlooked, you'll want to add it to your ComicBase database. To add a new title, go to the Title List and click on New.

NAMING TITLES

Be aware that the proper title is not always the same as the name on the cover—in fact, it can be fiendishly difficult to determine the proper name for a title. If a title begins with "The" or "A" or "An" put any one of that word at the end of the title, separated by a comma.

For instance, if you were adding *The Vigilante*, you would enter it as "Vigilante, The" in the Name field. This way, ComicBase will list the title in alphabetical order under "V" (Vigilante) rather than "T" (The). If the title contains both an article and a colon, such as *The Trouble With Girls: The Night of the Lizard*, then move the article right before the colon and write the rest as it appears. Thus, the correct name is: "Trouble With Girls, The: The Night of the Lizard."



PUBLISHER

Next, select the title's publisher from the Publisher dropdown menu. If the publisher's name doesn't appear on the list, type in the name of the publisher and press Enter. A dropdown will appear that will allow you

to enter in the publisher's information. If you have a lot of titles from a particular publisher not in the Publisher menu, you may wish to add the publisher to your list of publishers so that it appears the next time you add a title. Otherwise, uncheck the Add to List of Publishers box at the bottom of the dropdown.

COPYRIGHT

You can type in the copyright information in the Copyright field. Usually, you'll find this information in the indicia of a title.

YEARS PUBLISHED

The following line asks for the years a title was published in the Years Published field. This information will appear in the Title Description window. When adding years, separate year ranges with commas or hyphens to differentiate between different publishing years and consecutive publication years. E.g. "1979, 1985" or "1983-1988, 1999-Present"

TITLE URL AND COMMENTS

ComicBase also provides spaces for adding title URL, title comments, and checkboxes for genre identifiers, which you can customize to add your own. If you enter a title URL here, then you can go directly to that title's web page by right-clicking on the title name. You can also enter title comments in the Title Comments field. ComicBase occasionally uses this field to note a publisher name change during a series' run, but you can use it to keep any notes you wish.

MATURE TITLES

The Mature Readers Only box is for titles which deal with themes you believe are not appropriate for younger readers. Any title with this box checked will be removed if you go into the **File** menu's **File Tools** and choose **Remove Mature Readers Titles**.

MARKING TITLES

ComicBase lets you mark a title so that you can find it easily by your own criteria. There's a Marked checkbox, and three custom title checkboxes that you can use for your own special purposes (e.g. "Black and White", "Hot Title", etc.) using the **Setup** menu's **Custom Fields** menu item.

GENRE

Below the Title Comments field is a number of checkboxes to denote the genres a title belongs to. For instance, if you were adding a title about some zany astronaut rabbits, you might check "Anthropomorphic," "Comedy," and "Science Fiction."

Icons for the checked genres will appear in the Title Description window. You can also go to the **Setup** menu and use the **Custom Fields** command to add your own genres. You can search for titles by their genres, including custom genres.

MODIFYING TITLES

To modify titles in ComicBase, open the Title List, highlight the title you wish to change, and click the Modify button at the bottom of the list. This will bring up the Title Detail box where you can modify the information for that entry.

EDITING TITLE DESCRIPTIONS

The space below the picture box will generally contain a review for the series you are viewing. We've worked hard with the guys over at Comic Buyers Guide to bring you the most comprehensive encyclopedia of comics reviews available. But if you find any entry with no review, or if you wish to add to the review, you can easily change the text by going to the **Comics** menu and choosing **Edit Title Description**. Or, you can submit your own, credited description to Comicbase by clicking on the submission link. This will ensure that all future editions of ComicBase will have a description for the title.

When a Done Editing button appears above the text field, you can begin editing the title description or add in a new one. If your description is too large for the description box, ComicBase will automatically add a scroll bar that lets you scroll through the description. Click Done Editing to stop editing.

BOLD, ITALICS, AND UNDERLINING

The Style and Font menus on the main menu bar are only activated when you use the Edit Title Descriptions command.

You can make words in your title description appear bold, italicized, underlined, or as hypertext by making use of the Style commands from the main menu bar. Simply highlight the text you wish changed and select the command you want from the menu.

You can also change the font size of the description by using the Style menu bar. You can alter the type of font displayed by going to the Font menu and selecting the font you want to use.

CREATING HYPERTEXT LINKS

ComicBase lets you link words in your description to other titles through a Hypertext command. To do so, highlight the name of the other title in your description and choose Hypertext from the Style menu. The selected text will be changed to blue. Now, whenever you click the highlighted words, ComicBase will jump to the next sequential title beginning with those words.

REMOVING TITLES

Removing a title from ComicBase removes *all* of its information. If you only want to restrict a list to only the titles you own, it's safer just to click the Titles in Stock button in the Titles list. You can also set ComicBase to navigate only through the titles that you have by right-clicking on the navigation buttons and choosing "Show Only Titles in Stock."

To remove titles from your collection, first open the **Title List,** and in the dialog box that appears, select the title you want to remove. Then, click **Remove**.

NOTE: If you are downloading updates from the ComicBase server, deleted titles will re-appear in your next ComicBase update.

MANAGING MORE THAN ONE COLLECTION

You and your son/friend/roommate/boyfriend/girlfriend can now keep your collections separate in ComicBase. To do this, choose the **File** menu's **New Database** command and create a new file. You can then switch between the different databases by using the **File** menu's **Open Database** command.

It's a good idea to choose different colored backgrounds to keep track of your separate collections. You can change the color of a databases main window by using the **File** menu's **Window Color** command.

BACKING UP YOUR COPY OF COMICBASE

Since your ComicBase contains important information about your collection, we recommend keeping at least one backup copy of your data. This will preserve the work you've done should anything (such as a crash while writing to disk) corrupt your active copy of ComicBase.

By default, ComicBase will keep your backup copy of ComicBase in your ComicBase folder on your hard drive. If you want to keep your backup in another location, go to your **Setup** menu, and under **Preferences**, choose "Save all backups to folder" and specify where you want your back-up copy stored.

To protect your data in case of hard drive failure, we also recommend periodically transferring a copy of your database onto a CD or DVD, or creating a backup copy on a remote hard drive or removable media.

To do so, select the **File** menu's **Save a Copy** command. You can save your ComicBase onto any hard drive or onto removable media. The file will be called "Copy of ComicBase.cba"

CHECKING FOR PROGRAM AND PRICE UPDATES

ComicBase comes with twelve months of free price and title updates. We also occasionally release minor bug fixes and enhancements to the program. To get these, use the **Internet** menu's **Check for Updates** command.

You can also set the program to check for updates every time the program launches, once a day, once a week, once a month, or never. Go under the **Setup** menu and select **Preferences**, then identify the frequency you'd like the program to check for updates. If you don't have internet access, or prefer to check for updates manually, select Never.

IMAGES AND MOVIES

ADDING NEW ARTWORK

By default, ComicBase will reference pictures from your pictures CD or DVD unless you have installed these pictures to your hard drive. Installing the pictures will take up a significant amount of space on your hard drive. ComicBase can install the pictures into the correct folder for you if you go to the **File** menu and select the **Manage Pictures and Movies** command. Make sure you have the correct disk in your drive before clicking **Install**.

You can also add your own pictures to ComicBase. In order be assigned the proper issue number, however, the file name of your image must be the issue number itself (e.g. "13.jpg" is the picture name for issue #13). Then, drag your image to the ComicBase window thumbnail under the title the comic is from. ComicBase will automatically save your image to the correct folder for you.

ADDING NEW MOVIES

If you have enough hard drive space, you can also add Quick Time-format movie clips to ComicBase. To add your clips to ComicBase:

1. If there isn't a Movies folder in the ComicBase folder on your hard drive, create one.
2. Give the movie a name that exactly matches the name of the title as it appears in ComicBase, and append the file extension .mov to the name. Replace any colons or commas with dashes. If you're using Windows, also replace any periods or slashes in the name with dashes. For instance, if you create a movie for *Bubblegum Crisis: Grand Mal*, name the image "Bubblegum Crisis- Grand Mal.mov."
3. Save the movie into the Movies folder in the ComicBase folder on your hard drive. The corresponding title should have a movie icon in its Picture view which lets you play the movie.

[Your ComicBase Pictures & Movies Folder]

(See Manage Pictures and Movies)

Movies

Check to make sure that you have Qucktime installed on your computer before attempting to play your movie files. A free version of the program is available for download at **http://www.apple.com/quicktime/products/qt/**

PRINTING AND REPORTS

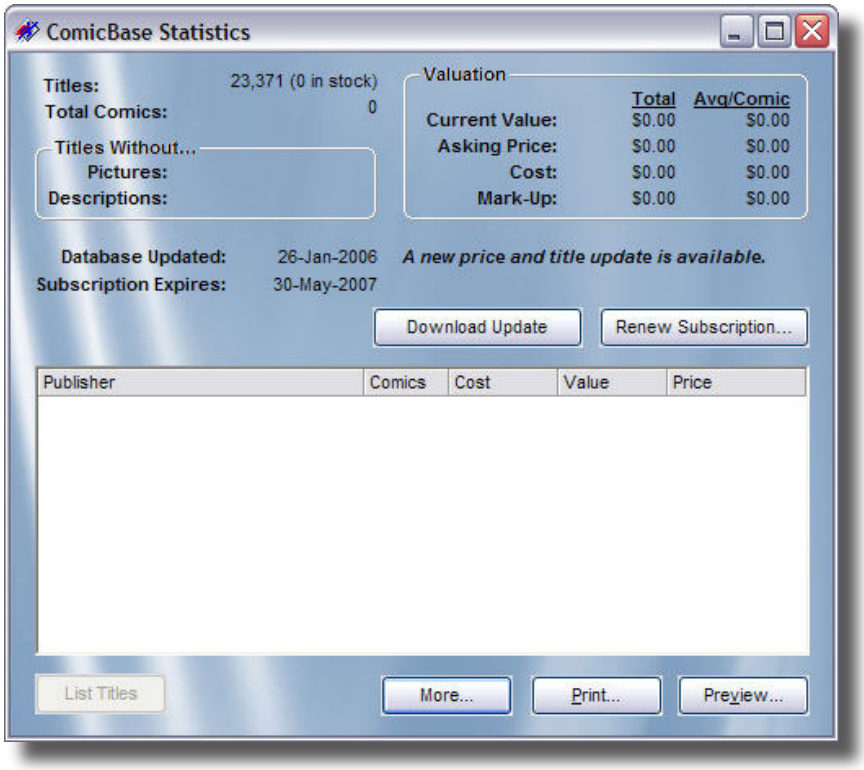
ComicBase can generate a variety of reports and labels, including price lists, price labels, and inventory reports for managing your collection. This chapter describes the various statistics and labels you will be able to print. You can see a preview of any report before you print it by clicking the Preview button in ComicBase's Print dialog.

COMICBASE STATISTICS

You can ask ComicBase to report different kinds of information about your collection, such as:

- The cost and value of your collection
- The number of titles and comics you own
- The date of your last ComicBase update
- The date that your online pricing subscription will expire

To view statistics about your collection, go to the **File** menu, select **ComicBase Statistics**, and click the **Calculate** button. ComicBase will automatically tally the number of comics you own along with the total value of your collection when you do this. The report will list how many titles and comics you own as well as present the cost, value, and asking price of your collection all sub-totaled by publisher.



To see the specific titles that you own, highlight a publisher and click on the List Titles button. ComicBase will then generate a second report of all the titles you own under that publisher. If you'd like to see more details about titles with missing descriptions or pictures, choose the More button at the bottom of the Statistics dialog. Checking the Titles With Missing Descriptions or Titles With Missing Pictures box will let you know if (and how many) titles you have missing descriptions and pictures, respectively. These checks considerably lengthen the time for the Statistics Report to process, as they require the program to check every title in ComicBase.

Once the statistics have been calculated, you can preview the printout by pressing the **Preview** button, or print the statistics by directly by clicking **Print**.

You can also download program and pricing updates or renew your ComicBase subscription by clicking on the corresponding buttons in the ComicBase Statistics dialog.

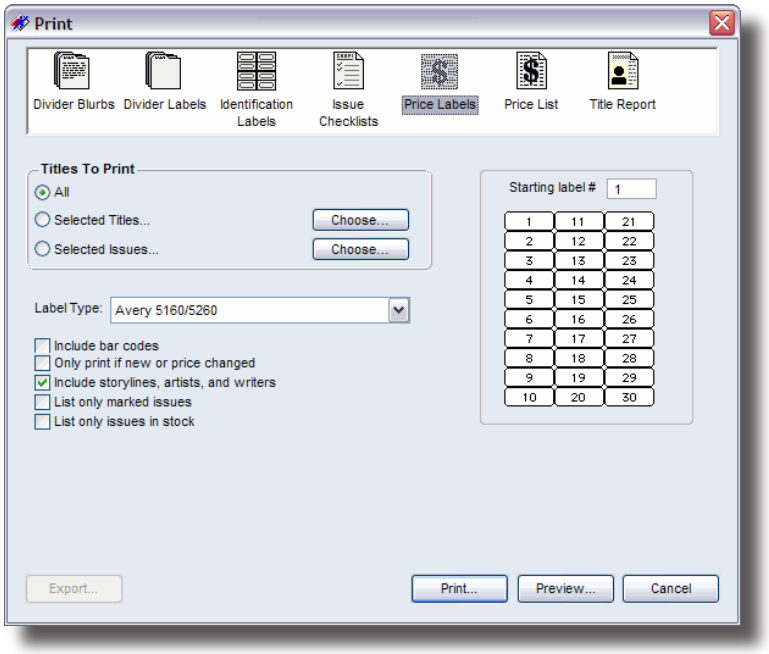
PRINTING PRICE LABELS

You can use ComicBase to create price labels for each of your comics, or just for comics you own from specific titles. Each price label will show the comic's title and issue number, condition, price, and notes. The label will also show writer and artist credits unless you uncheck those listings in the Issue Listings box in **Preferences** (found under the **Setup** menu).

ComicBase can print to a variety of label types and sizes, including popular Avery labels and standard-sized labels from Dymo. The labels include a code that tells you when the label was printed. The first number in the code indicates the month the issue was entered into inventory (i.e. 5 for May), followed by an X, the day of the month the label was printed (i.e. 31 for the 31st day), and the last digit of the year the label was printed (i.e. 7 for 1997).

To print price labels for your comics, follow these steps:

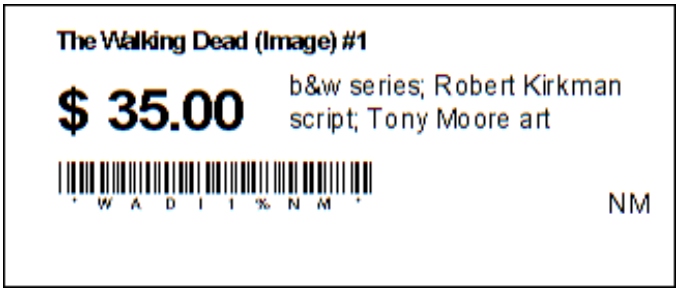
1. Go to the **Report** menu and select the **Price Labels** command. You can also reach this dialog through the **File** menu by choosing **Print** and selecting the **Price Labels** icon from the top bar of the dialog box.



2. Select the type of price label you are going to use from the Label dropdown menu. ComicBase will automatically resize the price label text to fit the label size you select.
3. Select the titles and issues you want to print labels for.
   a. To print price labels for all the comics in your collection, click the All radio button.
   b. To print price labels for all the comics you own, but only for certain titles, click the Selected Titles radio button. A dialog box will appear which lists the titles in ComicBase. Select the titles for which you want price labels printed. Hold down **Ctrl** to select more than one title. (Moving between parts of the list will not deselect your selections).
   c. To print price labels for specific issues, click the Selected Issues radio button. The Issue Selection dialog box will appear. Click Add to select a title, then select issues from that title for which you want labels printed.

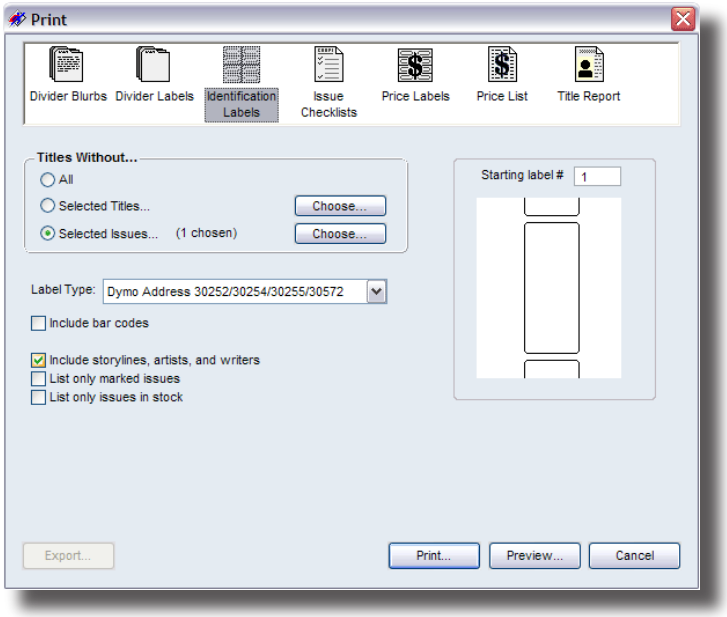
      If you want to add issues from another title to the list, click Add in the Issue Selection dialog box. Continue adding issues, title by title, until you have a complete list of the specific issues for which you want price labels. If you accidentally select an issue or issues for which you don't want labels, select the issues and choose Remove.

      By default, ComicBase will assume you want to print a price label for each comic of an issue you own. For instance, if you own two copies of *Spawn* #11, ComicBase will print a label for each copy. If you want to change the number of labels per issue that ComicBase prints, select the issue (or issues) in the Issue Selection dialog box and click Copies. Change the number in the box that appears to the number of price labels you would like ComicBase to print, then click OK.
4. You can check the Only Print If New or Price Changed box print labels only for comics that have been added recently, or have had their price change recently. This feature is especially useful if you regularly print price labels for your comics.
5. If you'd like the labels to include storylines, check the Include Storylines checkbox.
6. In the Print dialog box, select the first available label on your first sheet of labels.
7. Click the **Print** button to start printing labels.



PRINTING COMIC IDENTIFICATION LABELS

You may also want to print labels without the pricing to help you identify a particular issue of a series. You can print identification labels with a picture of the comic for your by going into the **Report** menu and selecting **Comic Identification Labels**. You can also right click on the issue in the issue field print a label for that comic.



To have include a ComicBase barcode with your identification label, check the Include barcode box. You can use this barcode to quickly Jump to a specific issue from any other title in the database.

The Amazing Spider-Man #1
1st Appearance of Chameleon; 1st Appearance of J. Jonah Jameson; 1st Appearance of John Jameson; Origin of Spider-Man; Fantastic Four appearance
NM

PRINTING PRICE LISTS

ComicBase can print price lists showing the issues in your collection. These reports are particularly useful for creating a list of comics for sale.

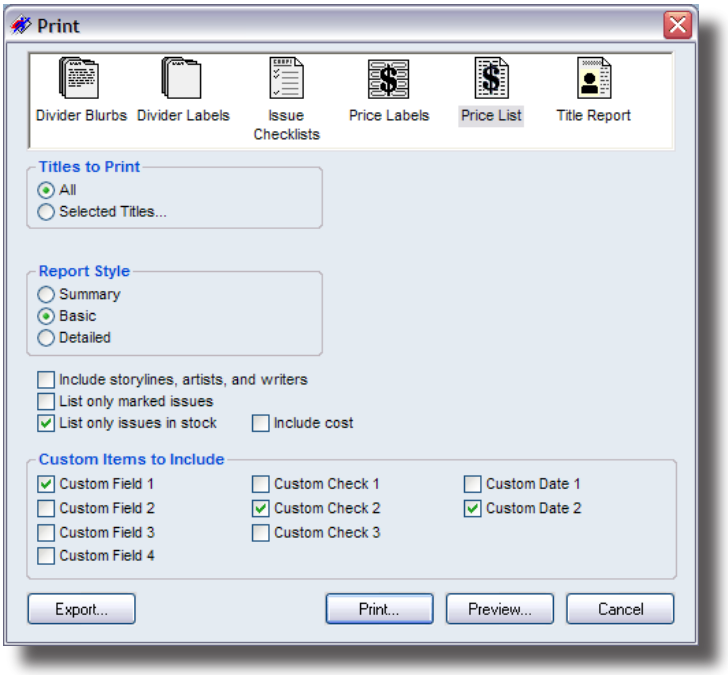
To create a price list:

1. Go to the **Report** menu and choose **Price List**. Or, you can go to the **File** menu and select **Print** to bring up the same printing and reports dialog.

2. If you want the report to include only comics you own, check off the box marked List Only Issues in Stock. If you want the report to include information on the issues' storylines, check off the box marked Include Storylines. If you want your reports to show your cost as well as the issues' values, check the box marked Include Cost.

3. You can also include information from any of your custom fields. Just check the fields you want included in the Custom Fields to Include box. Note: this will add another line for the information for each issue, effectively doubling the length of your report.

4. If you want a price list for all the comics in ComicBase, make sure the All radio button is filled in. Check the List only issues in stock checkbox to limit the list to comics you own. Otherwise, you will end up with a report that runs for *thousands* of pages.



5. If you want a price list for only one title, or only for selected titles, click the radio button next to Selected Titles. A list of all the titles in ComicBase will appear. You can narrow the list to just the titles you own by clicking Titles in Stock.

   Select the titles you want included in the report. Use the arrows at the lower left hand corner to view the first, second, and third part of this list. Hold down the **Ctrl** key to select more than one title. (Moving between parts of the list will not deselect your selections). Click OK when you've selected all the titles you want to include.

   You can also create a selection that's the result of a search by clicking the Find button.

6. Choose between Basic, Summary, or Detailed radio boxes in the Report Type box.

   Basic price list shows you the number of copies you own of an issue and each comic's condition, value, and/or cost. This list totals the value of your collection by title.

   Summary price list shows the value and number of copies of each title in your collection, and, if you're including it, cost.

   Detailed price list shows the number of copies you own of an issue and each comic's condition and value, and, if you're including it, cost. It also shows the value of each comic over the previous three years. This report is generally printed in landscape (wide) orientation.

7. Click the **Print** button to print your price list.

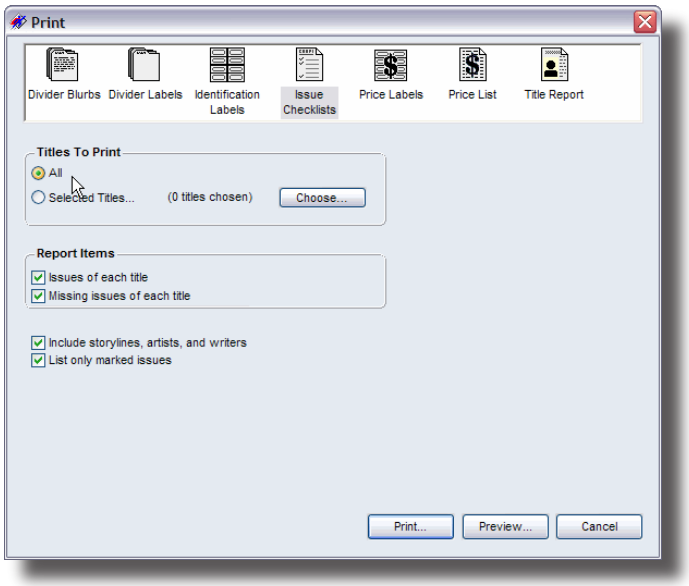
PRINTING ISSUE CHECKLISTS

ComicBase lets you print issue checklists that show you the issues you own and/or the issues you want, their near-mint value, and notes about them. For issues you own, it will also tell you how many copies you have, what condition the copies are in, their value, and how much you paid for each copy. These reports are particularly useful for taking to a convention or store to effectively build the collection you want.

To create an issue checklist:

1. From the **Report** menu, select the **Issue Checklists**. (You can also go to the **File** menu, go to **Print**, and click on the Issue Checklists icon to open the same dialog.)

2. Check off what you'd like the report to include in the Report Items box. If you check Issues of each title, the report will list all the issues you own. If you check Missing Issues for each title, the report will list issues you don't own.



   Include information from your custom fields by checking the field names in the Custom Fields to Include box. Adding these fields will add an extra line to the report for each issue (even for issues which don't have custom field information).

3. To include every title in ComicBase, check the All radio button. To create a report that only includes a title, or certain titles, click the Selected Titles radio button. You can also create a selection that's the result of a search by clicking Find while selecting titles.

   Narrow the list to just the titles you own by clicking Titles in Stock. Hold down the **Ctrl** key to select more than one title. (Moving between parts of the list will not deselect your selections). Click OK" when you've selected all the titles you want to include.

4. Check Include Storylines to include storylines along with the report information.

5. Click the **Print** button to print your Issue Checklists report.

To print an issue checklist only for the title you are currently viewing, right click over the title's name in the main window and select the Print Issue Checklist command.

PRINTING TITLE REPORTS

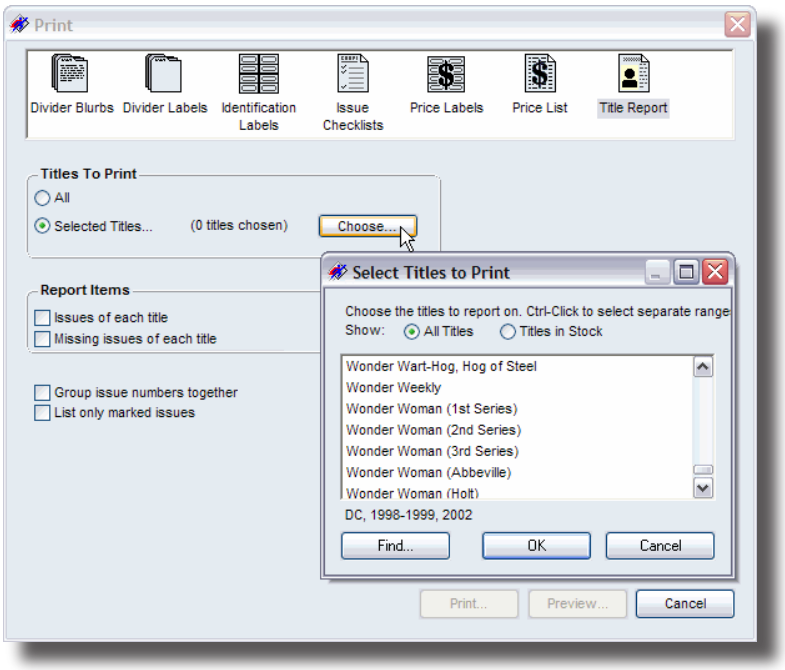
You can use ComicBase's title reports to create a hard-copy record of the comics you own and their totaled worth.

To print title reports:

1. Choose **Title Report** from the **Report** menu. Or, go to the **File** menu to select the **Print** command and click on the **Title Report** icon in the dialog box to select it

2. Check off what you'd like the report to include in the Report Items box. If you check Issues of each title, the report will list all the issues of all the titles you're including. If you check Missing Issues, the report will list issues you don't own.

   Include information from your custom fields by checking the field names in the Custom Fields to include box. Adding these fields will add an extra line to the report for each issue (even for issues which don't have custom field information).



3. To include every title in ComicBase, check the All radio button. To create a report that only includes a title, or certain titles, click the Selected Titles radio button.

   You can also create a selection that's the result of a search by clicking the **Find** button while selecting titles.

   Narrow the list to just the titles you own by clicking Titles in Stock. Hold down the **Ctrl** key to select more than one title. (Moving between parts of the list will not deselect your selections). Click OK when you've selected all the titles you want to include.

4. Title reports, by default, will list each issue individually, so you can mark them off. If you prefer a shorter report, you can list a contiguous range of issues as a group (e.g. *Action Comics* #488-490, 493-497, 501) by checking the Group Issue Numbers Together box.

5. Click the **Print** button to print your Title report.

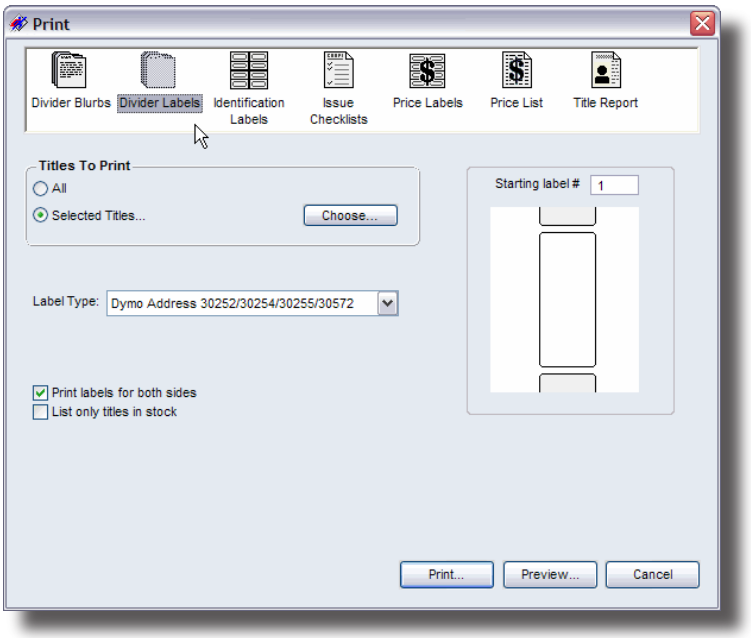
PRINTING DIVIDER LABELS

If you have an extensive collection, you may be using dividers to separate your titles. These dividers are available from most comic book dealers.

With ComicBase, you can print labels for the tabs on your dividers.

To print divider labels:

1. Choose **Divider Labels** from the **Report** menu, or go to the **File** menu and choose **Print**. (You can also shortcut this process by right clicking over the title name and choosing Print Divider Labels for this Title. This third option will let you print divider labels *only for the title you are looking at*. Skip to Step 5 if you choose this option.)
2. Click the Divider Labels icon to select it.



3. If the All radio button is filled, ComicBase will print divider labels for all the titles in ComicBase.
4. To print divider labels for only certain titles, click the Selected Titles radio button. A list of all the titles in ComicBase will appear.

   You can also create a selection that's the result of a search by clicking the Find button while selecting titles.

   You can also narrow the list to just the titles you own by clicking Titles in Stock. Hold down the **Ctrl** key while clicking to select more than one title. (Moving between parts of the list will not deselect your selections). Click OK when you've selected all the titles you want to include.
5. Use the Label Type dropdown menu to select the label size on which you'll be printing your labels. ComicBase will also automatically size the text to fit your label.
6. Click the Print Labels for Both Sides box if you want to print two labels for each title—one label for each side of the divider.
7. Click on the position of the first available label on the first label sheet, and click the **Print** button to start printing.

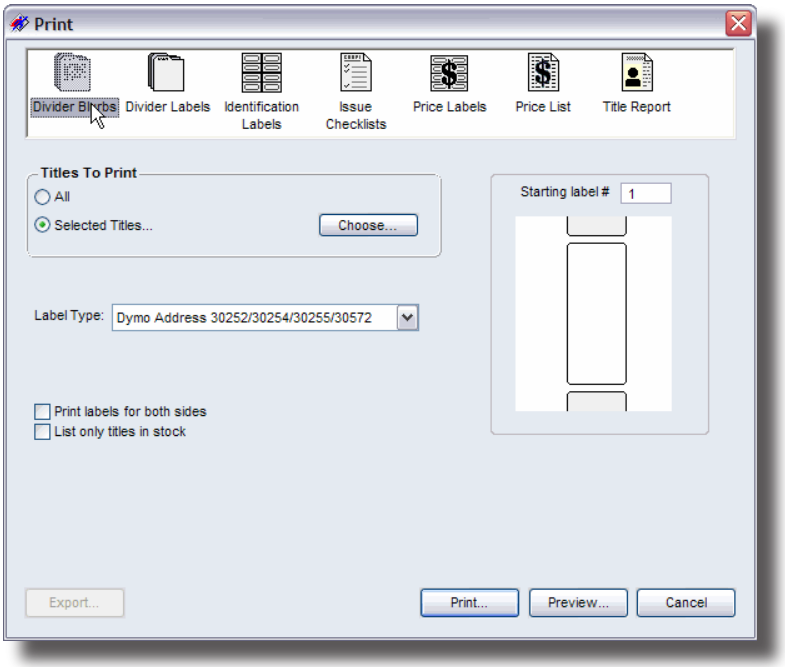
PRINTING DIVIDER DESCRIPTIONS

You can print the descriptions for each title onto labels that you can affix to your title dividers. This is very helpful for prospective buyers who want to learn more about the titles in your collection before a purchase.

To print divider blurbs

1. Go to **Divider Blurbs** in the **Report** menu. Or, choose **Print** from the **File** menu. (Click the Divider Blurbs icon to select it.)

3. If the All radio button is filled, ComicBase will print divider blurbs for all the titles in ComicBase.



4. To print divider blurbs for only titles you own, or only for certain titles, click the Selected Titles radio button. A list of all the titles you own in ComicBase will appear.

   You can also create a selection that's the result of a search by clicking the Find button while selecting titles. (See page 12).

   You can also narrow the list to just the titles you own by clicking the Titles in Stock button. Hold down the **Ctrl** key while clicking to select more than one title. (Moving between parts of the list will not deselect your selections). Click OK when you've selected all the titles you want to include).

5. Use the Label dropdown menu to select the label size on which you'll be printing your labels. ComicBase will shrink the font size down to fit the description on any size label.

6. Check the Print Labels for Both Sides box if you want to print two blurbs for each title—one description for each side of the divider.

7. Click on the position of the first available label on the first label sheet, and click the **Print** button to start printing.

IMPORTING AND EXPORTING

ComicBase includes a variety of functions for importing and exporting data to help you organize and manage your collections. The import and export functions lets you exchange data with most major spreadsheets and databases, such as FileMaker or Microsoft Excel.

Likewise, you can export information from ComicBase for use in Excel and Filemaker, etc., to graph the value of your collection, or place your data into a page-layout program.

ComicBase also allows you to transfer your collection data into your Palm or Pocket PC computer so that you can reference your collection status quickly when away from home (such as when browsing at conventions).

IMPORTING INFORMATION FROM OTHER PROGRAMS

You can use the **File** menu's **Import Price List** command to import information from another program, such as a database or spreadsheet:

1. Export your information from the database or spreadsheet to a tab-delimited text file. If you're not sure how to export information from the database or spreadsheet, review your documentation for that program. You will need to export information for at least four fields: title, issue number, condition, and quantity.
2. From the File menu, select Import. In the dialog box that appears, locate the exported file on your hard disk.
3. When you click Open, the Import Price List dialog box will appear.
4. Move fields that match your exported files to the Import Fields box using Move. For instance, if you have fields for title, issue number, condition, cost, and value in your database or spreadsheet, you would move the fields Comic Title, Issue Number, Condition, Cost, and Selling Price.
5. Use the dropdown menus to select how items and records are separated (by tab, return, or space) in the exported file.
6. The order of fields in the Import Fields dialog box should match the order of fields in your database or spreadsheet.
7. Radio buttons at the bottom of the Import Price List dialog box let you choose how you want your information to integrate with the information already in ComicBase.

Replace All Issues of Imported Titles is faster, but it will overwrite all issue information in ComicBase. Only use this option if you want to replace all the information in ComicBase.

The more common option, Replace Only Matching or New Issues is slower, but it will only overwrite the issues being imported.

8. Some spreadsheet or database programs create an initial "mail merge" header that lists the names of the fields. This can be useful if you want to match up ComicBase fields with the fields you're using, but if you try to import the header, you will get an error message in ComicBase telling you something like there is no title named Comic Title. You can skip past the header by typing in how many Lines to Skip at Beginning.
9. Click Show Preview to see how your fields will match up with ComicBase fields. Always use Show Preview to make sure your data will be imported into the correct field. Most of the problems with importing are the result of importing data into the wrong fields.
10. After importing your information into ComicBase, look at the Issue View and the Issue Detail for the titles for which you've imported information, and check that your information has been imported into the right fields.

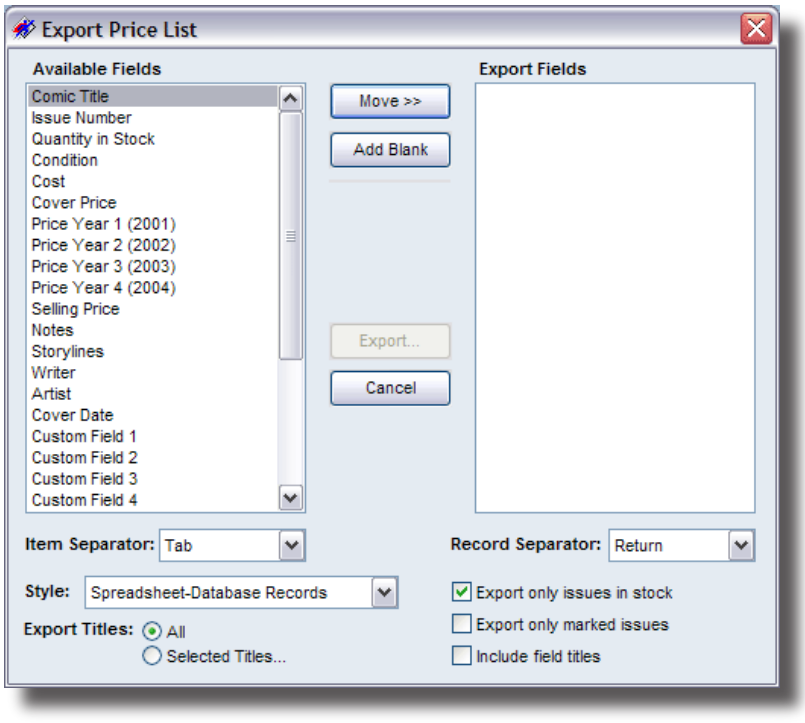
Note: You can also drag and drop any text file into the current version of ComicBase to prompt the program to bring up the Import dialog. Select the fields you would like to import and continue from step 4.

EXPORTING DATA

Sometimes, you may find it useful to move information from ComicBase to another program, such as a page-layout program to create a private catalog, or to a web authoring program for posting your list online.

To export information from ComicBase:

1. From the **File** menu, select the **Export** command .



2. In the Export Price List dialog box, move all the fields you want to export from the Available Fields list to the Export Fields list. Add blank fields for special fields for which there are no ComicBase equivalents. For example, if you were importing your data into an Excel spreadsheet with columns for Title, Issue Number, Penciller , and Inker, you would use Comic Title, Issue Number, and Artist from the Available Fields list and click Add Blank to have information flow in correctly.

3. ComicBase can export text using a variety of item and record separators. Use the Item Separator and Record Separator dropdown fields to select the correct format. The most common format is tab-delimited text, for which you can select Tab for the item separator and Return for the record separator.

4. Use the Style dropdown menu to select how you want the information exported. If you'll be importing the exported data into a spreadsheet or database, select Spreadsheet-Database records. Spreadsheet-Database export lists the title name on each line, like this:

   2000 A.D. 129 1 NM 3.75 Judge Dredd

   2000 A.D. 133 1 NM 3.75 Judge Dredd

   2000 A.D. 134 1 NM 3.75 Judge Dredd

   If you'll be exporting the data and opening it with your word processor, say, for a custom report, select "Formatted Report. Report Format." It shows the title name once per title:

2000 A.D.	129	1	NM	3.75	Judge Dredd
	133	1	NM	3.75	Judge Dredd
	134	1	NM	3.75	Judge Dredd

5. If you want the report to include only issues in your collection, check the Export Only Issues in Stock Box.

6. If you want the exported information to include all the titles in ComicBase, click the All radio button. If you want the exported information to only include specific titles, click the Selected Titles radio button.

   Click Titles in Stock to see a list of the titles for which you own comics. You can also click the Find button to find titles you want to export, say, all titles which are marked.

   Select the titles for which you want information exported. Hold down the Ctrl key while clicking to select more than one title. (Moving between parts of the list will not deselect your selections). Click OK when you've selected all the titles you want to export.

7. If you want the exported information to include field titles (i.e. Comic Title, Issue Number) check the Include Field Titles box. Having field titles included in your report is handy if the spreadsheet or database you're exporting the information to has a preview feature, or if you're creating a custom report.

8. Click OK to create a ComicBase export file. Give the export file a name and specify where you want it saved. Be sure to remember the name you've given the file and the location you saved it, so you'll be able to find it when you're ready to import or open the exported information.

USING COMICBASE WITH HANDHELD COMPUTERS

Price lists, issue checklists, and title reports can be exported as text or HTML files by clicking Export in the Print dialog. You can also transfer exported reports to your Palm or Pocket PC computer, allowing you to check your collection status easily—especially if you are adding to your collection while on the road or shopping at a convention.

Although you can certainly use your Palm/Pocket PC synchronization tools to load in the raw, exported text, it's far more legible (and compact) if you first convert the file into "book" form. There are many converters/readers available, but we are particularly fond of the ones made by iSilo (**http://www.isilo.com**), and have bundled the shareware versions of their converters with ComicBase.

To convert a file to book form using iSilo, do the following:

1. Export the desired report by clicking the **Print** dialog's **Export** button. Exporting it to your Desktop makes it easy to find later.

   Note: The Title Report (with grouped issues) is generally the most useful of all the reports, due to its compact format and diminutive size. It lets you quickly see what issues you have and which are missing for a given title—usually the most important information.

   Issue Checklists and Price lists can also be useful, but you should be careful to not overwhelm the (generally tiny) processor of your handheld with too much data.

2. Launch iSiloX for your preferred platform (Palm or Pocket PC).

3. From the **Document** menu, choose **Add**. You'll be prompted for a name for the book (e.g. "Title Report - Roger Durham")

4. Choose **Add URL/File** to add the file you've just exported to the list of files to be converted into book form. Select the exported report file you created in step #1.

5. On Palm computers, you will also have the option of choosing the user name which you can automatically HotSync this file to. Choose your user name, then click Done.

6. Click Convert All to create your book. If you've chosen a HotSync destination in step #5, your book will be automatically loaded onto your Palm/Pocket PC when you do your next HotSync. Otherwise, load it onto your handheld computer using your handheld's file transfer tools.

7. You can view the book from your handheld using the iSilo reader application (which you should install on your handheld). A freeware version is available for the Palm, and a more powerful (and quite cheap) shareware version exists for both Palm and Pocket PC computers.

ADVANCED COMICBASE

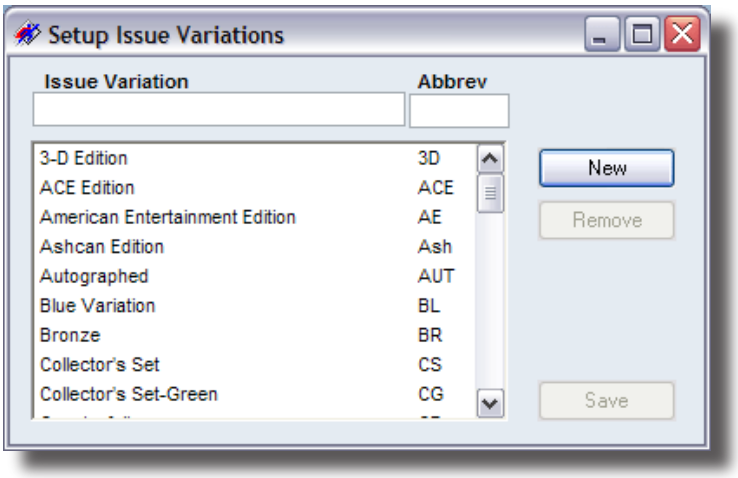
MODIFYING ISSUE VARIATIONS

The variations dropdown menu in the Issue Detail is set up for most types of issue variations, including gold, platinum, and silver editions, special covers, special sets and editions, such as a collector's set or a deluxe edition. In general, ComicBase will only assign alphabetical names to variant issues of a comic, such as "1/A," "1/B." "1/C," etc., but you can use any of the variant names available to specify your own comics.

The following will show you how to add, change, or remove items from the list of issue variations.

ADDING AN ISSUE VARIATION

1. Under the **Setup** menu, select **Issue Variations**.



2. In the Issue Variations Setup box, click New.
3. Type the name of the new issue variation into the Issue Variation field.
4. Move to the Abbreviation field and type in an abbreviation, up to four characters long, for the issue variation. This will appear next to the issue number in the Issues dialog.
5. Click Save to save the new issue variation. It will be available in the Variation dropdown menu in the Issue Detail dialog.

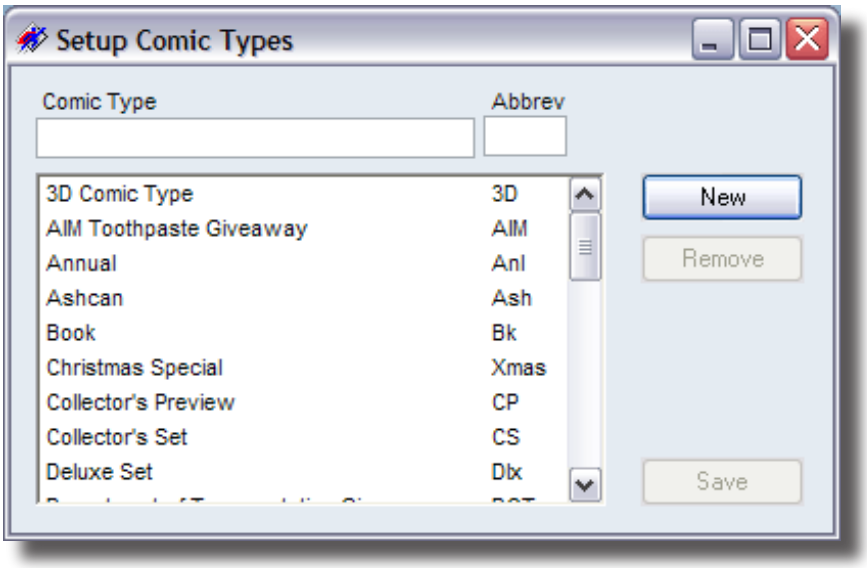
To change the name or abbreviation for an issue variation, select it in the list and change the name or abbreviation in the Issue Variation and Abbreviation text boxes. Click Save. The new name and/or abbreviation will appear in the Variations dropdown menu, but will not change the previous abbreviation used for comics already indexed in ComicBase.

MODIFYING COMIC TYPES

The Comic Types dropdown menu lets you specify if you have a special comic such as a 3-D special, annual, ashcan preview, or yearbook. You can add, remove, or change these comic types.

ADD A NEW COMIC TYPE

1. Go to the **Setup** menu and select **Comic Types**.



2. In the Comic Types Setup box, click **New**. Type the name of the new comic type in the Comic Type field.
3. In the Abbreviation field, enter a 2- or 3-letter abbreviation for the comic type. This abbreviation will appear next to the issue number in the title's Issues Field.
4. Click **Save** to save the new comic type. You will now be able to select it in the Comic Types dropdown menu in the Issue Detail.

REMOVE A COMIC TYPE

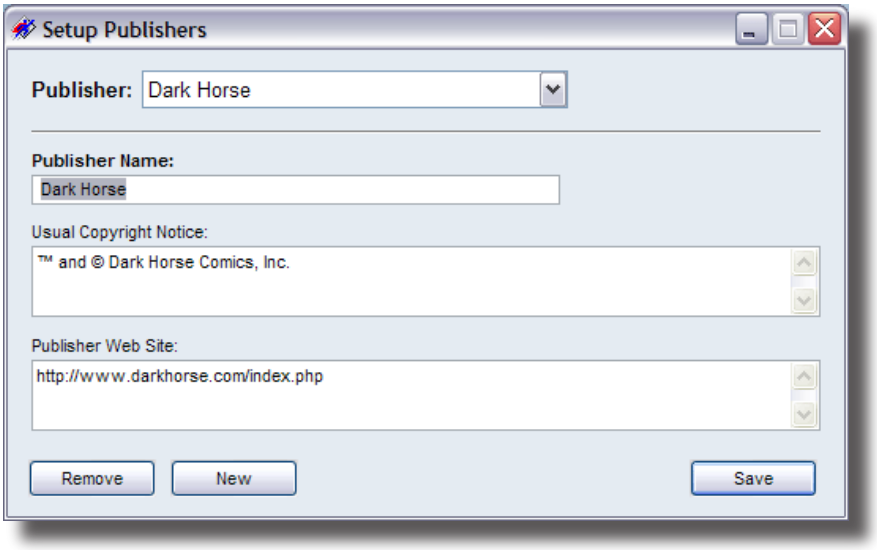
1. Go to the **Setup** menu and select **Comic Types**.
2. Select the comic type you want to remove and click the Remove.
3. Click **Save** to save the changes. The comic type you removed will no longer be available in the Comic Types dropdown menu in the Issue Detail.

To change the name or abbreviation for a comic type, select it in the list and change the name or abbreviation in the Comic Type and Abbreviation fields. Click **Save**. The new name and/or abbreviation will appear in the Comic Types dropdown menu and the Issues Views, but *will not* change the previous abbreviation used for comics already indexed in ComicBase.

MODIFYING PUBLISHERS

The Publishers dropdown menu in the Issue Detail dialog lets you choose from the most common publishers. If your publisher is not in the list, type in the name of that publisher anyway, and when you move to edit another field in the Issue Detail dialog, a dropdown menu will appear asking you for the publisher's information. If you have a lot of comics from a publisher not in the Publishers dropdown list, you may wish to add that publisher to the Publisher dropdown menu. Just check the Add to List of Publishers box at the bottom of the dialog.

Another way to add a publisher is to select the **Setup** menu's **Publishers** command.



Type the name of the publisher into the Publisher Name box. ComicBase automatically enters the publisher's name into the Copyright field. If a person or company other than the title's publisher typically owns the copyright to the title you're adding, type in the name of the proper copyright holder. This is the information that will appear in the copyright title whenever you add a title from this publisher.

If you know it, enter the publisher's web site address (URL) into the Publisher's Home Page box.

Click Save to add the publisher to ComicBase and exit the dialog. The publisher you've added will now appear in all Publisher dropdown menus in ComicBase.

To change a publisher's information, select the **Setup** menu's **Publishers** command, and select the publisher whose information you want to change. You can overwrite or add information, such as web site address, to the publisher's fields. Click Save to save your changes.

To remove a publisher, select the **Setup** menu's **Publisher** command. In the dropdown menu, select the publisher you want to remove. Click Remove. The publisher you removed will no longer be available from Publisher dropdown menus in ComicBase.

NOTE: removing a publisher from the Publishers dropdown menu will not remove that publisher's titles from ComicBase. It will only remove the publisher name from the Publisher dropdown menus.

USING FIND AND REPLACE

ComicBase includes the ability to Find and Replace text information across the entire database. This works like the Find and Replace function in a word processor, and is particularly useful when you want to standardize the spelling of artist names, change the names of publishers, or even change the spelling of condition names (e.g. changing NrMt to NM).

To find an replace text, go to the **Edit** menu and choose **Find and Replace**. Enter the text you'd like to search for, and choose which field to look in. Keep in mind that since Find and Replace works only on text information, it cannot search date or check box fields.

If you change the contents of the notes, storylines, artist, or writer fields, you may cause the lists of artists, writers, etc. that ComicBase displays to become outdated. Your information will not be reflected in a ComicBase **Find** search until you have rebuilt your ComicBase title and issues lists.

To do this, choose the **File** menu's **File Tools** option, select **Rebuild List of Titles**, then check the "Find Comics Lists" when asked which items to rebuild. This process will take several minutes to complete, which is why it's not done for you automatically whenever you Find and Replace.

MASS CHANGE

Although it's used only rarely, the Mass Change command is useful for making changes throughout ComicBase. For instance, you can use it to set the price of every issue in ComicBase to the previous year's values, or check the Marked box for every issue of several titles at once.

To use the **Mass Change** command, select it from the **Comics** menu. In the dialog box that appears, select the field you want to change in the Change dropdown menu. This will offer you a choice of the value and date fields.

The Mass Change command can apply to all the titles in ComicBase, or only to selected titles. To apply changes to a select list of titles, click the Selected Titles radio button and in the dialog that appears, select the titles to which you want to apply changes.

Click the Field radio button to replace the values in one field with the values of another field. For instance, you can change the selling price of all issues to be the same as the cover price—or some mathematical variation thereof.

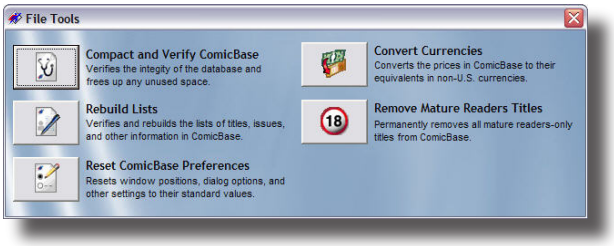
You might also, for example, want to offer certain titles at half price. To do this, choose to Mass Change the Price to the Year 4 [2002] Value * 0.5. (i.e. 50% of the current guide value). If you choose, you can also round any mathematical values automatically (so that, for instance, you don't wind up selling a 1.75 book for 87.5 cents at your 1/2-off sale.

Click the Value radio button to set the chosen field to a special value. For instance, you might select titles you want to sell quickly and change the selling price for all the issues of those titles to $0.25.

When you've entered the values or dates you want changed, click the Make Changes button.

FILE TOOLS

Under the **File** menu is a command for **File Tools**, which gives you access to a variety of tools for streamlining ComicBase, making it run faster, converting Comic Base's values to your local currency, and fixing minor program problems.


File Tools
Compact and Verify ComicBase
Verifies the integity of the database and frees up any unused space.
Convert Currencies
Converts the prices in ComicBase to their equivalents in non-U.S. currencies.
Rebuild Lists
Verifies and rebuilds the lists of titles, issues, and other information in ComicBase.
Remove Mature Readers Titles
Permanently removes all mature readers-only titles from ComicBase.
Reset ComicBase Preferences
Resets window positions, dialog options, and other settings to their standard values.

COMPACT AND VERIFY COMICBASE

Compacting ComicBase will prompt the program to verify the integrity of the database and free up any unused space. You can set the conditions for how frequently ComicBase will compact its information by selecting the option you want in **Preferences**. To start this operation yourself, go to the **File** menu, and under **File Tools,** choose **Compact and Verify ComicBase**.

REBUILD LISTS

Like most databases, ComicBase does not physically reconstruct itself each time a record is changed. Instead, it marks the old information as unused. This unused space can build up over time, and take up unnecessary space on your hard disk. Compacting ComicBase frees unused space in ComicBase and verifies the integrity of your data.

When you click the Compact & Verify ComicBase button, you will get a dialog box that tells you how much space you'll save if you compact ComicBase. Click the OK button to start compacting. The process may take several minutes.

The Rebuild Lists button rebuilds lists and indices in ComicBase. ComicBase checks to make sure its list of titles is correctly matched with the pictures and data from each. If you find that ComicBase is not matching pictures or data correctly to titles, this command will rebuild the list of titles in stock, the Find comics lists, issue information, and title names and descriptions.

When you click the Rebuild Lists button, the following dialog will appear:

Rebuild which lists?
Title information
Checks the title sort order, and verifies all title information.
List of titles in stock
Issue information
Verifies issue fields, recalculates issue totals, and removes any duplicate information from the notes, storyline, artist, and writer fields.
Find Comics lists
Rebuilds the 1st appearance, artist, writer, and other lists that appear under Find Comics.
Rebuild
Cancel

Checking Title Information rebuilds Comic Base's internal title and descriptions index. It's useful if ComicBase isn't taking you to the title you've selected—i.e. you entered "Abe Sapien" in the Title List and ComicBase took you to *2000 A.D.* instead.

Checking List of Titles in Stock will rebuild the list of titles you own. This is particularly useful if you've added titles, but they're not appearing when you click the Titles in Stock.

Checking Issue Information will rebuild values within ComicBase, and is particularly helpful if you believe ComicBase may be totalling values incorrectly. Rebuilding issue information will also check through your notes, storylines, writer, and artist lists and will remove any duplicate or near-duplicate information (e.g. a note reading "1st appearance of Punisher; 1st appearance of The Punisher"). In discarding duplicates, in this manner, the longest item will be preserved. In the example above, the note would be changed to "1st appearance of The Punisher". This option also standardizes the spellings of thousands of known creator names.

Checking Find Comics Lists will rebuild the Find Comics lists which appear after you've used the Find command to find character appearances, work by a writer, or other comic book related information. If the lists that are appearing are inaccurate, check off this box.

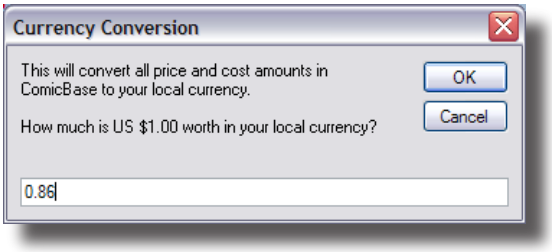
RESET COMICBASE SETTINGS

If at any time you want to reset the your preferences in ComicBase, simply go to **File Tools** and click on **Reset ComicBase Preferences**. This command is useful for returning ComicBase to its "factory settings." If you've added grades, publishers, issue variations, or made other special modifications to ComicBase, it will remove them and replace them with the original settings. However, it will not remove any collection data, such as issues owned, from your copy of ComicBase.

CURRENCY CONVERSION

The Convert Currencies button converts the values in ComicBase, which are in U.S. dollars, to your local currency values.

You'll need to know the current exchange rate from U.S. dollars to your local currency. When you click the button, a dialog like the following appears.


Currency Conversion
This will convert all price and cost amounts in ComicBase to your local currency.
How much is US $1.00 worth in your local currency?
OK
Cancel
0.86

Type in how much 1 U.S. dollar would be worth in your currency (i.e. 1.5 Canadian dollars, .68 UK pounds) and click OK to convert the values.

REMOVE MATURE READER TITLES

ComicBase covers the entire world of comics, including a number of titles designated for mature readers only. These may have been classified as such due to sexual content, graphic violence, and/or depictions of drug use

If you don't want to view such titles—or don't want the person who will be using ComicBase to view such titles, you can remove them from ComicBase. To do this, select the **File** menu and go to **File Tools**. In the box that appears, click Remove Mature Titles.

Once removed, a title can only be restored by reinstalling ComicBase or by manually adding the title back into the database.

TROUBLESHOOTING

Although we hope your experience with ComicBase is blemish-free, we have added this section to answer frequently-asked questions, let you know how to resolve problems yourself, and give you tips on getting the best technical support from us.

If you're experiencing trouble with ComicBase, a few simple steps can clear up many common problems. Here are a few things to go over:

1. ComicBase is so much fun, you probably installed it and got going right away. But if you are having trouble figuring out how to use a certain feature, or how to use it more efficiently, browse through the user's guide.
2. Read the "Read Me" file on the ComicBase disk. This details known incompatibilities and other known problems which may have come to our attention after this manual was written.
3. If you have access to the internet, select the Internet menu's Check for Program Updates command, or go to our website, **http://www.comicbase.com**, for more recent updates or incompatibilities. If necessary, download the latest update.
4. Use File Tools to compact ComicBase, rebuild the title list, or reset program settings. Information on these features is covered in the Advanced ComicBase section.
5. Try to recreate the problem. This way, when you call, you can tell technical support exactly how the problem occurred. Write down any error messages that appear.

INFORMATION ONLINE

Minor updates and bug fixes to the current version of ComicBase are free online at:

http://www.comicbase.com/Support/Updaters/ComicBase_Updates.asp

A complete list of all the titles in the current version of ComicBase, reports of incompatibilities, and other troubleshooting tips are available at:

http://www.comicbase.com/Support/Technotes/technotes.asp

News and information on ComicBase can be found at:

http://www.comicbase.com

FREQUENTLY ASKED QUESTIONS

This list covers our most frequently-asked support and technical questions. You can find more frequently-asked questions online at **http://www.comicbase.com/Support/FAQ.asp**

Q: Why don't you have (my favorite title) in ComicBase?

A: Hey! We're trying! But seriously, there are a few major reasons why a particular title may not be covered: 1) the title came out too recently to make it into the latest edition, 2) the title is old and/or rare and therefore difficult for us to obtain for coverage, or 3) the title is still in the process of being reviewed, indexed, historically priced, and scanned, or 4) the title may be indexed under another name, such as *Four Color Comics*.

If you find ComicBase doesn't have a title you collect, use the New Title command to add titles from your collection into ComicBase. If the title appears in the next ComicBase update, you can easily integrate any information you've added into the update process.

Q: Where are the rest of the *X-Men* (or *Justice Leagues*, or…)?

A: Marvel's *X-Men* are listed as *X-Men (1st series)* until issue #142, after which they went through a little-noticed name change to become officially *The Uncanny X-Men* (where subsequent issues are listed). *Justice League America/International/Europe* went through numerous such mid-title name changes, and issues are listed under the appropriate titles (although the shifts still make us dizzy). We generally try to smooth such transitions by noting where series are continued in the notes of the last issue of the original run, as well as where they are continued from in the first issue of the renamed series.

Q: Comic Base's pictures aren't showing and/or the movies won't play.

A: Make sure you installed QuickTime from the ComicBase disk to make sure you have the most compatible version. Also, if you're storing pictures on your hard disk, make sure the pictures are in the correct place. Lastly, if you're having trouble reading pictures or movies off the disk, check your CD/DVD-ROM drive. Unlike most CD/DVD-ROM programs, ComicBase takes up all the space on the disk, and sometimes a failing drive may have trouble reading all the way out to the edges of the CD/DVD.

Q: Windows keeps telling me there isn't enough space to install ComicBase.

A: Windows requires two to three times the amount of your RAM as "swap space" on your hard drive, generally the C: drive. Also the C: drive is used to decompress files. Even if you're installing onto a drive other than the C: drive, your C: drive will need about 200MB of free disk space. You cannot install ComicBase to your A: or B: drives.

Q: I can't save a backup copy of ComicBase.

A: You need to make sure you have enough space for a backup. You can specify where you want ComicBase to save its backup by clicking the Change Location button in the Preferences dialog box.

FOR MORE HELP

Before you call technical support, make sure you have the following information ready:

- Which version of ComicBase you have (i.e. version 11.0.1)
- The operating system you're running (i.e. Windows 98, Windows NT, Windows ME, or Windows XP) and how much memory (RAM) your computer has. If you don't know, right-click on **My Computer** and choose **Properties** to find out.
- When you call, we will look for you in our registered users database. If you haven't registered your copy of ComicBase, have your serial number handy. You can find your serial number on the inside front cover of this user guide, on the case or sleeve the ComicBase disk was in, and (if you haven't sent it in) on your registration card.

You can reach technical support by telephone: (408) 266-6883 or e-mail: **support@human-computing.com**. Include your name (and if you haven't registered, your serial number), what kind of problem you're having with ComicBase, a phone number where we can reach you, and the best time to reach you, in any messages.

KEYBOARD SHORTCUTS

Ctrl + A	Select all
Ctrl + B	Buy a comic
Ctrl + C	Copy
Ctrl + D	Duplicate the selected issue
Ctrl + E	Edit title description
Ctrl + F	Find comics
Ctrl + G	Quick change the selected issues
Ctrl + H	Hypertext (used when editing descriptions)
Ctrl + I	Add issues to inventory
Ctrl + Shift + I	Modify issues for the current title
Ctrl + J	Jump to issue
Ctrl + L	New title
Ctrl + M	Mass change
Ctrl + N	New issue
Ctrl + P	Print reports and labels
Ctrl + Q	Quit comicBase
Ctrl + R	Mark the selected issues
Ctrl + T	Open title menu
Ctrl + Shift + T	Modify the current title
Ctrl + U	Unmark titles
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Z	Undo
Ctrl + [	Previous title
Ctrl +]	Next title
Shift + Click on Next Title or Previous Title button	Go to the next or previous title with no picture.

Alt + Shift + Click on Next Title button	Go to the next title with no issues
Alt + Shift + Click on Previous Title button	Go to the next title with no title description
Click (on the publisher name on the Pictures View)	Go to that publisher's web site. (Publisher name will show as colored text if a web site is defined for that publisher)
Alt-Click (on a cover picture in the Pictures View)	Open the selected picture in Windows Explorer
Alt-Click (on the publisher name in Pictures View)	Open the publisher picture folder on your hard disk or CD
F12	ComicBase Statistics
F8	Grading Wizard

ONE-KEY ISSUE ENTRY

(Available from the Issue Field and Modify Issues dialog)

0-9	Sets the quantity for the highlighted issues to that number
[Enter]	Go to the Issue Detail for the selected issues
+	Add 1 to the selected issues' quantity
-	Subtract 1 from the selected issues' quantity